### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

APPENDIX E. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used. (See APPENDIX E).

### c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

### 14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

#### 15. Coordination

- a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
- b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.
- c. Dispatches which are addressed to stations under the cognizance of more than one Division should be coordinated with each Division.

### 16. Release

a. Chiefs and Deputy Chiefs of Divisions are authorized to release dispatches

DATES 29 Now 65 TO 15 fem

#3377

OC RECORDS CONTROL SCHEDULE

TEM # Z

Date: 23 August 1966

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

within their geographical areas of responsibility. Those which transcend the responsibility of more than one Division, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Thief or Deputy Chief, OC-SPS will release dispatches addressed to Chief, Releasing officers shall determine, and by their signature

certify, that the dispatch:

25X1A

- (1) Has been properly classified, sterilized, addressed, and coordinated.
- (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
- (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee,
- (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after Chief, on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

25X1A

## 17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

Page: 14 Date: 23 August 1966
Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4
S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 4. Special Shipments

- a. Staffs originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the Field that such shipments are enroute if such notification is necessary.
- b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the Field, if available and required; and will provide this information to the Staffs upon request.

#### J. HAND-CARRIED CLASSIFIED MATERIALS

#### 1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand carried to the Field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand carried only in emergency situations where the necessity for immediate delivery outweighs the possibility of a compromise of security.

#### 2. Request for Approval

If the office head concerned considers it essential that material be hand carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (See EXHIBIT E), to Chief, OC-RMS along with the material to be hand carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

Date: 29 November 1965

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

#### \*K. ADDITIONAL CHANNELS

Facilities are also available for pouching to installations other than OC Foreign Field Stations.

25X1A

\* 28 February 1968 Date: 29 November 1965

### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX B

PREPARATION OF

CORRESPONDENCE

25X1A

#### I. PREPARATION OF CORRESPONDENCE

#### A. Types of Correspondence

25X1A

Correspondence to Field Stations consists of the following categories:

1. Correspondence addressed exclusively to Field Stations.

25X1A

2. Correspondence addressed to tions and other overseas areas.

25X1A

3. Correspondence to DD/P Chiefs of Stations and Bases within

25X1A

#### B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236a, in the established format.

#### C. Addressee and Originator

1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.

2. Correspondence prepared at Headquarters, addressed exclusively to will indicate '

25X1A 25X1A

25X1A

\* 3. Correspondence prepared at Headquarters to Field Stations in the name of the Director of Communications will indicate "FROM; However, this title will not be used as a general rule; rather, it will be used in those instances wherein the content of the dispatch would require the signature of the D/CO, DD/CO, or OC-O as an authorizing official of the Agency.

17 March 1969

Date: 29 November 1965

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 APPENDIX B - con't

#### D. Dispatch Symbols

1. Correspondence which is prepared in the name of

2. Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.

#### E. Signature

25X1A

25X1A

\* Correspondence originated in the name of Chief, will be signed by the Chief or Deputy Chief,

25X1A

#### F. Distribution

The standard procedure established for preparation of dispatches will be followed.

#### G. Coordination/Release

1. The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.

25X1A

2. will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

\* 17 March 1969 Date: 29 November 1965

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX D

## OFFICE OF COMMUNICATIONS DISTRIBUTION

### CATEGORY SYMBOLS

### 1. Field Distribution

Category Symbols	Distributed To
A	All Major OC Field Activi- ties and Communications Division, OSA
В	Stations which have person- nel assigned by OC (Does NOT include Category A)
C	Stations at which Communica- tors are other than OC per- sonnel (Does NOT include
	Category A or B Stations)
D	Cancelled 25X1A
E	
F	
Area plus B	An Area Headquarters plus all OC manned stations under its jurisdiction plus B)
Headquarters Distribution	25X1A
Category Symbols	Distributed To
1	D/CO, DD/CO, OC-O, OC-EXA, OC-RMS

\* 13 January 1969 Date: 14 November 1967

\*2.

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

25X1A

25X1A

### 110.1 APPENDIX D - con't

Category Symbols	Distributed To
2	Distribution 1 plus Staff and Division Chiefs; Communications Division, OSA.
3	Distribution 2 plus Branch Chiefs
4	Distribution 3 plus Section Chiefs
5	Distribution to all employees at Headquarters
6	Each Career Panel, plus DD/CO and Chairman of the OC Panels
7	Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

#### 3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All s). The distribution will then read: (i.e

25X1A

Date: 14 November 1967

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX E

### SENIOR COMMUNICATIONS OFFICER

Those stations listed below are designated as Senior Communications Officer (SCO) and are to be addressed in correspondence as follows:

Senior Communications Officer

25X1A

Date: 20 May 1968

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### \*110.1 EXHIBIT A

25X1A

DISPATCH S-E-C-R-E-T transmission is (If electrical Chief A TELEPOUCH necessary) NO INDEXING REQUIRED 25X1A 25X1A (Pseudo Initials of Releasing Officer) Chief, Format for Preparing Dispatches PRIORITY (If necessary) 25X1A For Information Only REFS: A. 69-123, dated 1 February 1969 B. DIR 12345, dated 2 January 1969 25X1A 1. This is a sample dispatch prepared on Form 53, a prepunched, 5-part, carbon-interleaved set. "Letterex" paper may be used for additional copies. Preparation and distribution of copies should be held to the minimum. 2. Use single spacing, with a double space between paragraphs and sub-paragraphs. A brief dispatch may be double 3. Paragraphs will be numbered consecutively and will follow the indentation pattern used in this sample. A single paragraph dispatch will not be numbered. 4. While an actual dispatch would require copies as described in Section D, paragraph 13, a, this sample dispatch includes only the following representative copies: a. The original of the official dispatch form will be sent to the field. Signature is in pseudonym. The carbon copies sent to the field addressees will be like the original. b. The yellow copy of the dispatch is the official record copy. Signatures of the originating, coordinating, and releasing officers will appear below the solid black line in true name. Other Headquarters fite copies will be like the official record copy, however, they will not ordinarily carry the handwritten signature. - CONTINUED -25X1A ROSS REFERENCE TO 69-123 Date Released LLASSIFICATION (WHITE) S-E-C-R-E-T ORIGINATING Date Typed True Name Signature True Initials COORDINATING Distribution:

1 - OC-RMS (Official Record Copy)

1 - OC-A

1 - OC-CS

1 - OC-MES OFFICE SYMBO OFFICER'S NAME True Name Signature (YELLOW) OFFICE SYMBOL Date OC-MES True Name Signature FORM 53 USE PREVIOUS EDITION DISPATCH 1 - OC--MES (BLUE) RELEASING OFFICER'S SIGNATUR Date OC-MES True Name Signature Released FORM 53 USE PREVIOUS EDITION. DISPATCH

\* 13 January 1969

Date: 29 November 1965

# Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4 $S\!-\!E\!-\!C\!-\!R\!-\!E\!-\!T$

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

### 110.1 EXHIBIT A - con't

CONTINUATION OF DISPATCH	S-E-C-R-E-T	ADM 69-123
5. The releasing at the lower right of preparation is typed	date of the dispatch f the dispatch. Note t at the lower left, bel	is typed or stamped hat the date of
message, on all copie	es remaining at Headqua	ow the text of the rters.
the second and succes	tch requires more than eding pages by dispatch acceeding pages will be atch.	number as illustrated
7. The pseudonyn multi-page dispatch v true name signatures officers will be on topy.	a signature of the sign vill be on the last pag of the signing, coordi the first page of the y	ing officer of a e of the original. The nating, and releasing ellow official record
		donym Signature) of the Signing Officer
*Enclosures: A. (Brief descript B. (Brief descript	ion), (Number of copie	s) s)
Distribution: Orig. & 2 - Address		w/o encls.
* Dispatches for tran	smission VIA TELEPOUCH	cannot
have enclosures or	attachments.	
(WHITE)	L CLASSIFICATION	(Check if 3   Checker
4 530 USE PREVIOUS EDITION	S-E-C-R-E-T	of more pages) 2
,	5-6-0-6-1	. Technolog
(YELLOW)		مستنديرين وسنداد
DRM 84 53 a USE PREVIOUS FORTION.	CLASSIFICATION	(Check if 3 PAGE NO. OF COROLE PAGE NO. 2
	S-E-C-R-E-T	
(BLUE)	CLASSIFICATION	PAGE NO.
ORM 64 530 USE PREVIOUS EDITION 40)		(Check if 3 or apparately 2
υ,	8-E-C-R-E-T	

25X1A

Page 2

\* 28 February 1967 Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

### 9. Signature

Chiefs and Deputy Chiefs of Divisions and Staffs, authorized signing officers, or higher authority may sign dispatches. The pseudonym of the signing officer shall be typed on all copies but his signature need appear only on the original. A signing officer whose pseudonym is not typed on the dispatch shall initial all copies of the dispatch. When the D/CO or DD/CO release a dispatch, their typed pseudonym signature is to be placed on the dispatch and they will also be the signing officer.

### 10. Date

- a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Head-quarters copies.
- b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

#### 11. Dispatch Symbols and Numbers

- a. Dispatches will be numbered with the appropriate Division or Staff symbol (See APPENDIX D), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 65-001.
- b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.

Date: 29 Nov 1965

Page: 7

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

- Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:
  - (1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.
  - If the dispatch has been (2) pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" (e.g., ADM 65-001 becomes ADM 65-001-A). In this case the Division or Staff concerned will be responsible for notifying the field.

#### 12. Enclosures

#### Preparation a.

(1) A complete set of enclosures, if available, will accompany each copy of the dispatch sent to the action addressee, and where possible or applicable, with the information copies.

The following notation will be either typed at the top of the enclosure or on a separate sheet of paper and securely fastened to the enclosure:

"Enclos	sure No.	to	Dispat	ch
No	_for St	ation		<u> </u>
	or			
"Separate	e Cover	Enclosu:	re(s) N	ro"
to Dispat	tch No.	for	Static	n .

Date: 29 Nov 1965 Page:

Approved For Release 200-709783 FCIA-RDP79-00657A000300060001-4

25X1A

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

APPENDIX E. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX E).

#### c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

### 14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

#### 15. Coordination

- a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
- b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.
- \* c. Dispatches which are addressed to stations under the cognizance of more than one Operations Staff should be coordinated with the appropriate Operations Staffs.

\*13 January 1969 Date: 23 August 1966

S-E-C-R-E-T

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 16. Release

\* a. Chiefs and Deputy Chiefs of Operations Staffs are authorized to release dispatches within their geographical areas of responsibility. Those which transcend the responsibility of more than one Operations Staff, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Chief or Deputy Chief, OC-SPD will release dispatches addressed

Releasing officers

Shall determine and by their signature certify

shall determine, and by their signature certify, that the dispatch:

- (1) Has been properly classified, sterilized, addressed, and coordinated.
- (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
- (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.
- (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

25X1A

- b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.
- 17. Security Classification and Group Marking
- a. The appropriate defense classification will be stamped or typed at the top and bottom

\*13 January 1969 Date: 23 August 1966

Page 14

Approved For Release 2001/09/03 : CTA-RDP79-00657A000300060001-4

25X1A

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

### 110.1 APPENDIX B

PREPARATION OF CORRESPONDENCE

25X1A

### I. PREPARATION OF CORRESPONDENCE

A. Types of Correspondence

Correspondence to Field Stations consists of the following categories:

25X1A

l. Correspondence addressed exclusively to Field Stations.

25X1A

- 2. Correspondence addressed to Field Stations and other geographical areas.
- 3. Correspondence to DD/P Chiefs of Stations 25X1A and Bases within

B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236, in the established format.

#### C. Addressee and Originator

- 1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.
- 2. Correspondence prepared at Headquarters. addressed exclusively to Field Stations, will indicate "FROM: Chief, Washington".

25X1A

25X1A

25X1A

25X1A

3. Correspondence prepared at Headquarters to Field Stations in the name of the Director of Communications will indicate "FROM: However, this title will not be used as a general rule; rather, it will be used in those instances

25X1A

Date: 29 Nov 1965

Page: 1

Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

#### 110. DISPATCHES

25X1A

#### OFFICE OF COMMUNICATIONS ORDERS

wherein the content of the dispatch would require the signature of the Director of Communications as an authorizing official of the Agency.

#### D. Dispatch Symbols

l. Correspondence which is prepared in the



2. Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.

#### E. Signature

Chiefs or Deputy Chiefs of Staffs may sign correspondence originated in the name of

25X1A

#### F. Distribution

The standard procedure established for preparation of dispatches will be followed.

#### G. Coordination/Release

1. The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.

25X1A

will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

Page: 2 Date: 29 Nov 1965

OFFICE	$\mathbf{OF}$	COMMUNICATIONS	ORDERS
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110. DISPATCHES

1	1	0	.1	APPENDIX D	)
-	-	_	9 10		

\* OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC D/CO, DD/CO, OC-O, OC-EA, OC-P, OC-R&D, OC-NCS

AS Africa Staff

25X1A Americas Staff

25X1A

ES Europe Staff

FES Far East Staff

MES Middle East Staff

ADM Administration Staff

CMS Career Management and Training Staff

CY Communications Security Staff

RMS Records Management Staff

CCD Covert Communications Division

SCD Staff Communications Division

SPD Special Programs Division

\* 13 January 1969 Date: 29 November 1965

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX E

#### OFFICE OF COMMUNICATIONS DISTRIBUTION

#### CATEGORY SYMBOLS

#### 1. Field Distribution

	Category S	Symbols		Distributed To
	A			All Major OC Field Activities and Communications Division, OSA
	В		*	Stations which have personnel assigned by OC (Does NOT include Category A)
	С			Stations at which Communicators are other than OC personnel (Does NOT include Category A or B Stations)
25X1A	D			Cancelled
	E			$g \approx \pi e^{2\pi i k_1 k_2 k_3 k_3 k_4 k_4 k_4 k_5 k_5 k_5 k_5 k_5 k_5 k_5 k_5 k_5 k_5$
	${f F}$			
X1A	Area plus	s В		An Area Headquarters plus all OC manned stations under its jurisdiction (e.g., plus B)

#### 25X1A

#### 2. Headquarters Distribution

Category Symbols	Distributed To
1	D/CO, DD/CO, OC-O, OC-EXO, OC-RMS
20 May 1968 14 November 1967	Page 1

S-E-C-R-E-T

S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 APPENDIX E--con't

#### 2. Headquarters Distribution - con't

Category Symbols	Distributed To
2	Distribution 1 plus Staff and Division Chiefs: communications Division, OSA
3	Distribution 2 plus Branch Chiefs
4	Distribution 3 plus Section Chiefs
5	Distribution to all employees at Headquarters
6	Each Career Panel, plus DD/CO and Chairman of the OC panels
7	Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

#### 3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i.e., The distribution will then read: holders 1 cy each.

25X1A

Page 2 Date: 14 November 1967

S-E-C-R-E-T

S-E-C-R-E-T

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 EXHIBIT A

25X1A

III TPAILE !	CLASSIFICATION S-E-C-R-E-T	PROCESSING ACTION	
DISPATCH	S-E-C-R-E-I	rical transmission	
Chief,	VIA TELEPOUCH is neces	SATY) NO INDEXING REQUIRED	۱ ٫ ـ
Communications Office: (Pseudo	r. Intrace of	CAN JURNE RIGEXURO	25 25
Chief, Releas	ing Officer)	N/ CRCFN.M	25,
Format for Preparing   REQUIRED DIFFERENCES FOR Information Only		Y (If necessary)	2:
-123, dtd.	1 Feb. 1965 b. DIR 123	345, dtd. 1 March 1965	25
1. This is a sam a prepunched, 5-part, may be used for addit of copies should be h	ple dispatch precared set ional copies. Preparatel to the minimum.	pared on Form 53, , "Letterex" paper ion and distribution	
<ol> <li>Use single sp paragraphs and sub-pa spaced.</li> </ol>	oacing, with a double sp. tragraphs. A brief disp	ace between atch may be double	
3. Paragraphs wi follow the indentation paragraph dispatch wi	ill be numbered consecut on pattern used in this ill not be numbered.	ively and will sample. A single	
<ol> <li>While an actudescribed in Section includes only the following</li> </ol>	ual dispatch would requi D, paragraph 13, a, thi llowing representative c	re copies as s sample dispatch opies:	
a. The orig: will be sent to The carbon copies be like the orig:	inal of the official dis the field. Signature is s sent to the field addr	patch form in pseudonym. essoes will	
b. The yelle official record ocordinating, and below the solid Headquarters fill record copy, how the handwritten	ow copy of the dispatch copy. Signatures of the dreleasing officers will black line in true name. e copies will be like the ever, they will not ord; signature.	is the corriginating, all appear Other cofficial anarily carry	
	CONTINUED		
ISS REFERENCE TO	DISPATCH SYMBOL AND RIMBER	DATE	
SS MERCHENUE 10	ADM 65-123	Date Released	-
SS REPERENCE 10	ADM 65-123	Date Released	.
WHITE			
	S-E-C-R-E-T	MOS PILE BURNER	
WHITE	CRASSFIDATION  SECRET  OFFICE  OFFIC	INGS FILE MALMER  TOUNNING  TYPEY  ENT	
WHITE	S-E-C-R-E-T of the State of the	RGUNATHO RIGHATHO TIPST True Initials   0186	7
WHITE Date Typed	CASSPICATION     CEL	RIGHATHG TIPST TUDE Initials    Comparison	
WHITE  Date Typed  Distribution: 1 - OC-RNS (Offic	CASSPICATION     CEL	RGUNATHO RIGHATHO TIPST True Initials   0186	7
WHITE  Date Typed  Distribution: 1 - OC-RNS (Offic	CASSPICATION     CEL	RIGHATHG TIPST TUDE Initials    Comparison	7
WHITE Date Typed	CASSPICATION     CEL	RIGHATHG TIPST TUDE Initials    Comparison	7
WHITE  Date Typed  Distribution: 1 - OC-RNS (Offic	OF ASSPICATION S - E - C - R - E - T  OF FIRST OC - A True Name Signa OFFICE OC - S  T	HONATING TOTAL TOT	7
WHITE  Date Typed  Distribution: 1 - OC-RNS (Offic	OFFICE POWERS OF OTHER POWERS OF OTHER OFFICE OFFICE OFFICE OFFICE OFFICE OFFICE OTHER OTH	RIGHATHG TIPST TUDE Initials    Comparison	7
WHITE  Date Typed  Distribution: 1 - OC-RNS (Offic	OC-S  CASSPICATION S.E.C.C.R.E.T  OFFICE OC-A  T  OC-S  T  CIPCT WINDO.  DATE OC-MD  Released T	HIGHATHS  TYPET  TUP Initials  SECURITY  STREET SENTER  TOUR Name Signature  SECURITY  TOUR Name Signature  TOUR Name Signature	
Date Typed  Distribution:  1 - OC-RMS (Offic Record Copy) 1 - OC-A 1 - OC-S 1 - OC-MD	OF ASSPECTION S - E - C - R - E - T  OF FIRST OC - A True Name Signa OF FIRST OF STANDOL DATE	HIGHATHS  TYPET  TUP Initials  SECURITY  STREET SENTER  TOUR Name Signature  SECURITY  TOUR Name Signature  TOUR Name Signature	
Date Typed  Distribution: 1 - OC-RMS (Office Record Copy) 1 - OC-A 1 - OC-S 1 - OC-MD	OC-S  CASSPICATION S.E.C.C.R.E.T  OFFICE OC-A  T  OC-S  T  CIPCT WINDO.  DATE OC-MD  Released T	HORSTEL MARKET STATE STA	
Date Typed  Distribution: 1 - OC-RMS (Office Record Copy) 1 - OC-A 1 - OC-S 1 - OC-MD	OC. ASSPICATION S.E.C.C.R.E.T  OFFICE OC.A. True Name Signa OC. A True Name Signa OC. A True Name Signa OC. B T  OC. B T  OC. B T  OC. B T  Correct ressol.  OXT Date OC. MD Released T	RECEASING THE NAME SIGNATURE  THE NAME SIGNATURE  DISPATCH  DISPATCH  RECEASING  THE NAME SIGNATURE  DISPATCH  RECEASING  THE NAME SIGNATURE  THE NAME SIGNATURE  RECEASING  THE NAME SIGNATURE  THE NAME SIGNA	
Date Typed  Distribution:  1 - OC-AND  1 - OC-S  1 - OC-S  1 - OC-S  1 - OC-MD	OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OC—S  T  OC—S  T  OC—S  T  OC—S  T  OC—S  ONTE Date  OC—MD  Released  T  CASSPERTING  CASSPERTING  OC—S  T  OC—S  ONTE Date  OC—MD	RECENSE OFFICERS MARE	
Date Typed  Distribution: 1 - OC-AND  L - OC-AND  1 - OC-S L - OC-MD  Polity	OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OC—S  T  OC—S  T  OC—S  T  OC—S  T  OC—S  ONTE Date  OC—MD  Released  T  CASSPERTING  CASSPERTING  OC—S  T  OC—S  ONTE Date  OC—MD	RECEASING THE NAME SIGNATURE  THE NAME SIGNATURE  DISPATCH  DISPATCH  RECEASING  THE NAME SIGNATURE  DISPATCH  RECEASING  THE NAME SIGNATURE  THE NAME SIGNATURE  RECEASING  THE NAME SIGNATURE  THE NAME SIGNA	
Date Typed  Distribution: 1 - OC-AND  L - OC-AND  1 - OC-S L - OC-MD  Polity	OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OC—S  T  OC—S  T  OC—S  T  OC—S  T  OC—S  ONTE Date  OC—MD  Released  T  CASSPERTING  CASSPERTING  OC—S  T  OC—S  ONTE Date  OC—MD	RECENSE OFFICERS MARE	
Date Typed  Distribution:  1 - OC-RMS (Offic Record Copy) 1 - OC-A 1 - OC-B 1 - OC-MD  PORM 53 GRE PREVIOUS EDITION RESELUES  Distribution: 1 - OC-RMS (Offic Record Copy)	OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OC—S  T  OC—S  T  OC—S  T  OC—S  T  OC—S  ONTE Date  OC—MD  Released  T  CASSPERTING  CASSPERTING  OC—S  T  OC—S  ONTE Date  OC—MD	RECENSE OFFICERS MARE	
Date Typed  Distribution:  1 - OC-RMS (Offic Record Copy)  1 - OC-S  1 - OC-MD  Polity 53 OBE PREVIOUS EDITION RESERVED  Distribution:  1 - OC-RMS (Offic Record Copy)  1 - OC-A  1 - OC-A  1 - OC-A  1 - OC-A	OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OC—S  T  OC—S  T  OC—S  T  OC—S  T  OC—S  ONTE Date  OC—MD  Released  T  CASSPERTING  CASSPERTING  OC—S  T  OC—S  ONTE Date  OC—MD	RECENSE OFFICERS MARE	
Date Typed  Distribution:  1 - OC-RMS (Offic Record Copy)  1 - OC-S  1 - OC-MD  Polity 53 OBE PREVIOUS EDITION RESERVED  Distribution:  1 - OC-RMS (Offic Record Copy)  1 - OC-A  1 - OC-A  1 - OC-A  1 - OC-A	OFFICE SYMBOL  OFFICE SYMBOL  OFFICE SYMBOL  OC-A True Name Signa  OFFICE SYMBOL  OFFICE SYMBOL  OC-S  T  CIPCE SYMBOL  OC-MD  Released  T  CASSPERATION  CASSPERATION  CASSPERATION  OC-A  T  OC-S  T  CO-S  T  C	INCOMPTION OF THE PARTY OF THE	
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Date Typed  Distribution:  1 - OC-RMS (Offic Record Copy)  1 - OC-S  1 - OC-MD  Polity 53 OBE PREVIOUS EDITION RESERVED  Distribution:  1 - OC-RMS (Offic Record Copy)  1 - OC-A  1 - OC-A  1 - OC-A  1 - OC-A	OF ASSPIRATION S - E - C - R - E - T  OF FIRE OC - A True Name Signa OF FIRE OC - B  O	RELEASING	

\* 28 Feb 1967 Date: 29 Nov 1965

Page: 1

#### S-E-C-R-E-T

#### 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

CONTINUATION OF DISPATCH	S-E-C-R-E-T	
		ADM 65-123
5. The releasing	ng date of the dispat	ch is typed or
stamped at the lower	right of the dispat	ch. Note that the date
the message, on all	copies remaining at	ch is typed or ch. Note that the date t, below the text of Headquarters.
6. If the diene	tch veguines +1	
the second and succe	eding pages by dispa	an one page, identify tch number as illustrated be prepared on Form 53a,
above. Second and a	ucceading pages will	be prepared on Form 53a,
	atch.	
7. The pseudony	m signature of the s	igning officer of a page of the original, coordinating, and page of the yellow
The true name signat	ures of the signing.	page of the original, coordinating and
official record copy	ill be on the first	page of the yellow
	•	
	(Pset	donym Signature)
	Typed Pseudony	of the Signing Officer
*Enclosures:		
A. (Brief descript B. (Brief descript	tion), (Number of Cop tion), (Number of Cop	oies)
	, themsel of Col	,
Distribution: Orig & 2 - Addresse	e, w/encls, A & n	
Orig & 2 - Addresse 1 - Communic	ations Officer,	//o encls.
* Dispatches for tra	nsmission VIA TELEPO	UCH cannot have
enciosures or atta	chments.	
	O AŠĪĪFAZION	(Chart of a MARINA
Sa use PREVIOUS ED T DV		Check if 3 Proce mo.
** 534 USC PREVIOUS ED TOV	GAMBRASON S-E-C-R-E-T	(Check if 3 research of Marketopages) 2
		(Check if 3 Means of Macketopages) 2
WHITE		-4Check if 3 From No. 2
		(Check if 3 Mes No. of Market-opages) 2
		(Check if 3 Means of Macketopages) 2
· .		Check if 3 read no. 2
· .		(Check if 3 Mes No. of Macket-opages) 2
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WHITE	S -E -C -R -E -T	of Mara-opages)
WHITE	S -E -C -R -E -T	of Mara-opages
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WHITE	S -E -C -R -E -T	of Mara-opages
WHITE	S -E -C -R -E -T	of Mara-opages
WHITE	S-E-C-R-E-T	(Check 1f 3 PAGE NO. LOT SUPER PAGE ) 2
WHITE  ** 53e Use PREVIOUS CONTON.  YELLOW	S-E-C-R-E-T	(Check if 3   need to.   Cor some hages) 2
WHITE	S-E-C-R-E-T	(Check if 3   need to.   Cor some hages) 2
WHITE  ** 33e USE PREVIOUS EDITION.  YELLOW	S-E-C-R-E-T	(Check if 3 rade no. 2
WHITE	S-E-C-R-E-T	(Check if 3 modern

Page: 2

28 Feb 1967 Date:

29 Nov 1965

25X1A

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX F

#### SENIOR COMMUNICATIONS OFFICER

Those stations listed below are designated as Senior Communications Officer (SCO) and are to be addressed in correspondence as follows:

Senior Communications Officer, 25X1A

Date: 20 May 1968 Page 1

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

25X1A

110.1 EXHIBIT D

25X1A

TRANSMITTAL MANIFEST Nº S 10026 TO FROM (Pseudo initials Chief. Chief. releasing officer TEM NO. DESCRIPTION REMARKS Frequency and Propagation Charts 3 Cys. Distribution: Orig. & 1 - Addressee w/enc. FORM 1236a (13-47) S-E-C-R-E-TYELLOW \* FORM 1236a S-E-C-R-E-T YELLOW SIGNATURE OF RELEASING OFFICER 20 May 1968 OC-AFD \* FORM 1236a (13-47) S-E-C-R-E-T YELLOW

\* 20 May 1968

Date: Approved For Release 2001/09/03: CIA-RDP79-00657A00030006000 Page

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

(1) Chief, Area, City (e.g.,

25X1A

25X1A

(2) Communications Officer, City (e.g., Communications Officer,

\* (3) Senior Communications Officer, Country or State (where such designations are authorized, See APPENDIX F).

25X1A

The theory and the second of t

- b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.
- c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

#### 3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

4. From

25X1A

25X1A

except for and Logistics Supply
Depots. (Procedures for the preparation
of correspondence are found in APPENDIX B,
and Logistics Supply Depots in APPENDIX C).

25X1A

\* 20 May 1968 Date: 29 Nov 1965

Page: 5

S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:

Overtime Payment - Joseph A. DOE.

25X1A

#### 6. Action Required/Reference

- a. The indication of "Action Required" is optional. If used, write a brief statement such as "None," "For Information Only," "See para below," etc.
- b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required." References may be listed one below the other or, to conserve space, arrange across the page.

#### 7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

#### 8. Content

- a. Dispatches shall be limited to official business.
- b. No more than one specific subject will be covered in a dispatch.

Page: 6 Date: 29 Nov 1965

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### b. Sterilization

Enclosures are to be prepared in a sterile form, following the same procedures for dispatches and other official documents. If enclosures cannot be sterilized (received from another office already prepared, etc.), other appropriate means, such as split transmission shall be used.

#### c. Listing on Dispatch

(1) Enclosures will be listed at the lower left of the dispatch, two spaces below the typed name of the signer, with an indication of the number of copies of each enclosure, for example:

#### Enclosures:

- 1. DF Logs (1 copy)
- 2. Monitor Logs (2 copies)
- (2) If the text of the dispatch consists merely of a transmittal sentence and a tabulated list of enclosures, it will be sufficient to indicate at the lower left, below the message, the following:

Enclosures: (number) as stated

#### d. Fragile Enclosures

When enclosures require careful handling during Headquarters processing and upon arrival at their destination, the following precautions will be taken:

- (1) The transmittal dispatch will clearly indicate the nature of the enclosures.
- (2) The enclosures will be placed

Date: 29 November 1965

#### S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

in a sealed envelope which will bear the dispatch number and the notation "FRAGILE ENCLOSURE -- DO NOT FOLD, BEND, STAPLE, MARK OR EXPOSE TO LIGHT." This envelope will be clipped to the dispatch in such a manner as not to damage the contents.

(3) Fragility of the enclosures will be noted in the listing on the pouch manifest and on the innermost pouch wrapper by OC-A/RMB.

#### e. Separate Cover Enclosures

- (1) The notation "UNDER SEPARATE COVER" or "USC" will be typed beside the listing of enclosures on the dispatch when the enclosures will not accompany the dispatch.
- (2) Separate cover enclosures do not require a transmittal dispatch when for-warded. This applies also to the forwarding of identities (see Section C).
- (3) When the dispatch and separate cover enclosures are sent to OC-A/RMB under a single routing sheet, the forwarding office will call specific attention on the routing sheet to the fact that the enclosures are to be forwarded by separate pouch.
- (4) Separate cover enclosures to transmittal manifests or transmittal dispatches or their field stations will be forwarded by OC-A/RMB prior to their respective transmitting document.

25X1A

\* 15 June 1969 Date: 29 November 1965

## 

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

25X1A

## 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

- \* (1) Chief, Area, City (e.g., Chief,
  - (2) Communications Officer, City (e.g., Communications Officer,
  - (3) Senior Communications Officer, Country or State (where such designations are authorized, See APPENDIX F).

25X1A

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

#### 3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO."

25X1A 4. From

25X1A

Enter the cryptonym 'least procedures' except
for the preparation of correspondence are
found in APPENDIX B, and Logistics Supply Depots
in APPENDIX C).

\* 15 June 1969 Date: 29 November 1965

Page 5

S-E-C-R-E-T

Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4

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#### 110. DISPATCHES

25X1A

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:

Overtime Payment - Joseph A. DOE.

### 6. Action Required/Reference

- a. The indication of "Action Required" is optional. If used, write a brief statement such as "None," "For Information Only," "See para below," etc.
- b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required." References may be listed one below the other or, to conserve space, arrange across the page.

#### 7. Processing Block

The "Processing Block" is for the Clandestine Service only and is to be ignored.

#### 8. Content

- a. Dispatches shall be limited to official business.
- b. No more than one specific subject will be covered in a dispatch.

Page 6

Date: 29 November 1965

### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### \* 9. Signature

The D/CO, DD/CO, OC-O, and Chiefs and Deputy Chiefs of Staffs and Divisions, except OC-AFS, OC-ES, OC-FES, and OC-MES are authorized to sign dispatches. Dispatches originated by the OC Operations Staffs will be signed by the OC-O, DD/CO, or the D/CO.

#### 10. Date

- a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Headquarters copies.
- b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

## \* 11. Dispatch Symbols and Numbers

a. Dispatches will be numbered with the appropriate Division or Staff symbol (as follows), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 69-001.

COMPONENT	DISPATCH
D/CO DD/CO Executive Assistant Special Assistant for and Development Special Assistant for Chief of Operations Africa Staff Americas Staff Europe Staff Far East Staff Middle East Staff	OC

25X1A

\* 17 March 1969 Date: 29 November 1965

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

*	COMPONENT	DISPATCH
Administration Staff		$\mathbf{ADM}$
Care	er Management and Training	
Staff		CMS
Communications Security Staff		CY
Program Coordination Staff		OC
Records Management Staff		RMS
Covert Communications Division		CCD
Special Programs Division		$\mathtt{SPD}$
Staff Communications Division		SCD
Over	seas Support Group	OCO

25X1A

- b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.
- c. Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:
  - (1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.
  - (2) If the dispatch has been pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" (e.g., ADM 65-001 becomes ADM 65-001-A). In this case the Division or Staff concerned will be responsible for notifying the field.

\* 17 March 1969 Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

### 110.1 DISPATCH AND POUCH PROCEDURES - con't

APPENDIX D. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX D).

#### c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

#### 14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

#### 15. Coordination

#### a. OC Originated Dispatches

- (1) The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
- (2) Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.
- \* (3) Dispatches shall be coordinated with the appropriate Operations Staff. Dispatches addressed to more than two OC areas need not be coordinated with the OC Operations Staffs.

### b. Non-OC Originated Dispatches

In instances where coordination is sought on dispatches originated outside OC, the OC contact point will insure that formal coordination is also effected with other OC Divisions and/or Staffs as appropriate.

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 16. Release

All dispatches and transmittals will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects. deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO. Chief or Deputy Chief, OC-SPD, will release dispatches addressed to and Chief or Deputy Chief. l release dispatches addressed to stations under their cognizance. Releasing officers shall determine, and by their signature, certify that the dispatch:

25X1A

- (1) Has been properly classified, sterilized, addressed, and coordinated.
- (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
- (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.
- (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

25X1A

- b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after , on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.
- 17. Security Classification and Group Marking
- a. The appropriate defense classification will be stamped or typed at the top and bottom

\* 17 March 1969 Date: 23 August 1966

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX B

25X1A

PREPARATION OF CORRESPONDENCE

25X1A

#### I. PREPARATION OF CORRESPONDENCE

#### A. Types of Correspondence

Correspondence to Field Stations consists of the following categories:

25X1A

1. Correspondence addressed exclusively to Field Stations.

25X1A

- 2. Correspondence addressed to Field Stations and other geographical areas.
- 3. Correspondence to DD/P Chiefs of Stations and Bases within

25X1A

25X1A

25X1A

25X1A

25X1A

#### B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236a, in the established format.

#### C. Addressee and Originator

- 1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.
- 2. Correspondence prepared at Headquarters, addressed exclusively to Field Stations, will indicate "FROM: Washington".
- 3. Correspondence prepared at Headquarters to Field Stations in the name of the Director of Communications will indicate "FROM: However, this title will not be used as a general rule; rather, it will be used in those instances wherein the content of the dispatch would require the signature of the Director of Communications as an authorizing official of the Agency.

Date: 29 November 1965

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 APPENDIX B - con't

- D. Dispatch Symbols
- Correspondence which is prepared in the name of

- Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.
- Ε. Signature

25X1A

25X1A

25X1A

Chiefs or Deputy Chiefs of Staffs or Divisions may sign correspondence originated in the name of Chief,

#### F. Distribution

The standard procedure established for preparation of dispatches will be followed.

#### G. Coordination/Release

- The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.
- will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

13 January 1969 29 November 1965 Date:

Page 2

S-E-C-R-E-T

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX A

#### DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded excerpts of pertinent agency regulations are quoted below.

25X1A

2. "Cryptonyms, pseudonyms, or identity designators will be used for:

25X1A

a. agencies, officials, or installations having sensitive operational relationships with

25X1A

b. 'Foreign officials or installations having sensitive operational relationships with

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with

25X1A

- d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.
- e. 'Special over-all subject matters where required by particular sensitivity.

25X1A

\*NOTE: interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A



Date: 29 November 1965

Page 1

S-E-C-R-E-T

S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 APPENDIX A - $con^{7}t$

g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships wi

25X1A

25X1A

h. december d components thereof, except those subordinate elements of for which no cryptonyms are in effect.

25X1A

- i. 'Cover installations where a short title is desirable.
  - j. 'Cover programs, projects, or operations."

#### 3. Biographic Information

\* a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

\* 20 May 1968

Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 4. Use of Code Designations

a. "The fact that a code designation for a nor entity is available does not mean that it should be used in every instance. Code designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with such disclosure would be harmful or detrimental to the interests of or the persons, organizations, or activities concerned."

b. "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."

- c. "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"
- d. "Aliases will not be used in communications between Headquarters and the field.

'NOTE: Since aliases are used overtly, they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

#### 5. Enclosures

"All enclosures to a dispatch will be

25X1A

25X1A

25X1A

Page:

3

Date: 29 Nov 1965

#### S-E-C-R-E-T

#### 110. DISPATCHES OFFICE OF CO

OFFICE OF COMMUNICATIONS ORDERS

prepared on plain paper without watermark.

25X1A

'NOTE: This requirement is made to allow:
(1) plausible denial of interest,
and (2) passage to personnel unwitting of that
interest should the occasion arise and the
contents permit it."

25X1A

#### 6. True-Name Material

a. "Material which by its very nature must contain the true names of personnel or of persons, organizations, places, etc., having sensitive operational relationships with will be transmitted to the field (as set forth) below.

25X1A

25X1A

25X1A

'NOTE: The indicator does not authorize indiscriminate use of true names in correspondence with the field."

- b. "True-name material will not be included in or attached to a dispatch, but will be sent as a separate cover enclosure to a transmittal dispatch."
- c. "The transmittal dispatch will be signed, as in any other case, in pseudonym."
- d. "True-name material will always constitute a separate pouch; it will not be included in a pouch containing sterilized material, nor will it be included in the same pouch with its transmittal dispatch, or any other dispatch, or any material which would identify the pouch as having originated in this Agency."
- e. "A true-name pouch will not be used for the transmission of unsterilized material except as outlined above."

Date: 29 Nov 1965

Page:

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 APPENDIX

#### OFFICE OF COMMUNICATIONS DISTRIBUTION

#### CATEGORY SYMBOLS

#### 1. Field Distribution

Category Symbols	Distributed to		
A	All Major OC Field Activi- ties and Communications Division, OSA		
В	Stations which have per- sonnel assigned by OC (Does NOT include Category A)		
С	Stations at which Communi- cators are other than OC personnel (Does NOT include Category A or B stations)		
D	Cancelled 25X1A		
E	the decision and a self-rank's manner a man termination and a self-rank decision.		
F	Activities 25X1A		
Area plus B	An Area Headquarters plus all OC manned stations under its jurisdiction 25X1A (e.g., plus B)		

## \* 2. Headquarters Distribution

Category Symbols	Distributed to
1	OC-RMS OC-O, OC-EXA,

\* 13 January 1969 Date: 14 November 1967

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

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#### 110.1 APPENDIX D - con't

#### 2. Headquarters Distribution - con't

Category Symbols	<u>Distributed to</u>
2	Distribution 1 plus Staff
	cations Division, OSA.
3	Distribution 2 plus Branch Chiefs
4	Distribution 3 plus Section Chiefs
5	Distribution to all employees at Headquarters
6	Each Career Panel, plus DD/CO and Chairman of the OC panels
7	Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

#### 3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i. holders). The distribution will then read: (i.e., little lders 1 cy each.

25X1A

Page 2

Date: 14 November 1967

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

- (1) Chief, Area, City (e.g., Chief,
- (2) Communications Officer, City (e.g., Communications Officer,
- (3) Senior Communications Officer, Country or State (where such designations are authorized, See APPENDIX F).

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25X1A

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

#### 3. <u>Information Addressees</u>

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

#### \* 4. From

25X1A

Enter the cryptonym except for Office of Logistics Supply Depots. (Procedures for the preparation of Logistics Supply Depots are in APPENDIX C).

\* 8 September 1969 Date: 29 November 1965

Page 5

S-E-C-R-E-T

25X1A

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:

Overtime Payment - Joseph A. DOE.

#### 6. Action Required/Reference

- a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para\_\_\_\_\_below", etc.
- b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

#### 7. Processing Block

The "Processing Block" is for the Clandestine Service only and is to be ignored.

#### 8. Content

- a. Dispatches shall be limited to official business.
- b. No more than one specific subject will be covered in a dispatch.

Page 6 Date: 29 November 1965

25X1A

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 DISPATCH AND POUCH PROCEDURES - con't

APPENDIX D. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX D).

#### c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

#### 14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

#### 15. Coordination

## a. OC Originated Dispatches

- (1) The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
- (2) Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.
- \* (3) Dispatches shall be coordinated with the appropriate Operations Staff. Dispatches addressed to more than two OC areas need not be coordinated with the OC Operations Staffs.

## \* b. Non-OC Originated Dispatches

In instances where coordination is sought on dispatches originated outside OC, the OC contact point will ensure that formal coordination is also effected with other OC Divisions and/or Staffs as appropriate.

\* 17 March 1969

Date: 23 August 1966

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

25X1A

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 16. Release

- \* a. All dispatches and transmittals will be released by the B/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO. will release dispatches addressed to stations under their cognizance. Releasing officers shall determine, and by their signature, certify that the dispatch:
  - (1) Has been properly classified, sterilized, addressed, and coordinated.
  - (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
  - (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.
  - (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

25X1A

- b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after the same, on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.
- 17. Security Classification and Group Marking
- a. The appropriate defense classification will be stamped or typed at the top and bottom

\* 8 September 1969 Date: 23 August 1966

Page 14

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

Date: 23 August 1966

Page 14a

## OFFICE OF COMMUNICATIONS ORDERS

DISPATCHES 110.

The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

#### Priority and Telepouch Indicators 18.

- The indicator Priority is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch process-The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.
- Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO": and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information of preparation of telepouches and stations which have an Office of Communications telepouch channel.

#### SENSITIVE DOCUMENTS Ε.

- RYBAT operational dispatches will be prepared, coordinated, and released as a regular dispatch. The sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.
  - Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

17 July 1968

29 Nov 1965 Date:

Page: 15

#### 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

## F. MULTIPLE STATION DISPATCHES

- 1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (See EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol (s) for standard field distribution patterns shall be used to inform addressees of other field recipients when applicable.
- 2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.
- 3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.
- 4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

## G. TRANSMITTAL MANIFEST

- \* 1. In order to eliminate unnecessary paper work, the use of Form 1236a, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.
  - 2. The transmittal manifest shall be prepared in a sterile form and in the same manner

\* 20 May 1968

Date: 29 Nov 1965

Page: 16

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## \*110.1 APPENDIX D

## OFFICE OF COMMUNICATIONS DISTRIBUTION

## CATEGORY SYMBOLS

#### 1. Field

Category Symbols	Distributed To
A	Office of Communications Field Areas
A (1)	Office of Communications Field Areas, Activity, 25X1A and Communications Division, OSA
A (2)	Senior Communications Officers
В	Stations which have personnel assigned by Office of Communications
B (1)	Soviet Bloc Denied Area Stations
B (2)	Stations which have Office of Com- munications personnel receiving limited correspondence
С	Stations at which Communicators are other than Office of Communications personnel, except for those stations listed under distribution D
D .	Stations at which Communicators are other than Office of Communications personnel receiving limited correspondence forwarded to or reviewed by another field station or area headquarters. Generally, these stations are restricted in their operations, and cannot originate or receive traffic or correspondence from any location external to the country in which they operate.

\* 20 January 1970 Date: 14 November 1967

S-E-C-R-E-T

## OFFICE OF COMMUNICATIONS ORDERS

## \*110.1 APPENDIX D - con't

Category Symbols	Distributed To	•
E	Hell Management Bod Book State To Company To Company	25X1A
F	tender	
G	Field Orders Manual Holders	
2. <u>Headquarters</u>		
Category Symbols	Distributed To	
1	Director of Communications, Deputy Director of Communications, Chief of Operations, Executive Assistant, OC-P, and OC-RMS	
2	Distribution 1 plus Staff and Division  munications Division, OSA	25X1A
3	Distribution 2 plus Branch Chiefs	•
4	Distribution 3 plus Section Chiefs	
5	Distribution to all Office of Com- munications personnel at Headquarters	
6	Special distribution at the request of the originator, (i.e., DD/P, DD/I, DD/S, and/or DD/S&T, etc.)	dea
7	Office of Communications Orders Manual Holders	

\* 20 January 1970 Date: 14 November 1967

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

25X1A 25X1A

\*110.1 APPENDIX D - con't

3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i.e., holders). The distribution will then read: (i.e., holders 1 cy each.

\* 20 January 1970 Date: 14 November 1967

OFFICE	OF COMMUNICATIONS ORDERS 110. DISPATCHES
110.1	APPENDIX D
	OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS
OC	D/CO, DD/CO, OC-O, OC-EXO, OC-P
A,D	Americas Division
AFD	Africa Division
ASD	Asia Division
ED	Europe Division
MD	Middle East Division
ADM	Administration Staff
*ATS	Applied Technology Staff
*CMS	Career Management and Training Staff
CY	Communications Security Staff
h = ~	
ENG	Engineering Staff
OS	Operations Support Staff
RMS	Records Management Staff
SP	Special Programs Staff

Telecommunications Staff

6 November 1968 Date: 29 November 1965

Page 1

S-E-C-R-E-T

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S-E-C-R-E-T

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX D

OFFICE	$\mathbf{OF}$	COMMUNICATIONS	DISPATCH	SYMBOLS

OC D/CO, DD/CO, OC-O, OC-EXO, OC-P

AD Americas Division

AFD Africa Division

ASD Asia Division

ED Europe Division

MD Middle East Mediterranean Division

ADM Administration Staff

\* CY Communications Security Staff

ENG Engineering Staff

OS Operations Support Staff

RMS Records Management Staff

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SP Special Programs Staff

T Telecommunications Staff

\* 11 September 1968

Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX D

## OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC D/CO, DD/CO, OC-O, OC-EXO, OC-P

AD Americas Division

AFD Africa Division

ASD Asia Division

ED Europe Division

MD Middle East Mediterranean Division

ADM Administration Staff

CY Security Staff

ENG Engineering Staff

OS Operations Support Staff

RMS Records Management Staff

25X1A

SP	Special Programs Staff
Т	Telecommunications Staff

\* 6 November 1967 Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES

#### A. GENERAL

This Order prescribes procedures for the preparation and forwarding of dispatches and other documents to field installations channel.

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#### B. DEFINITIONS

#### 1. Dispatch

A dispatch is an official, written, sterilized communication transmitted by pouch.

#### 2. Pouch

**\*3**.

A pouch consists of a series of envelopes or wrappings, enclosing dispatches or other official material appropriately addressed to effect transmission through secure channels between Headquarters and a field installation.

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is the special indicator assigned to the Office of Communications pouch channel. The channel is limited to correspondence and other material dealing with: (a) cryptography; and (b) the technical operation and administration of the Agency communications system. The channel is not cleared for COMINT

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material.

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## 4. CRYPTO

The indicator CRYPTO is used to identify Office of Communications material dealing with sensitive cryptographic topics. Correspondence in this category relates to or contains substantive information on key generation methods for staff cryptosystems; cryptanalytic evaluation of

\* 28 February 1968

Date: 29 November 1965

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

## 110.1 DISPATCH AND POUCH PROCEDURES - con't

staff keying material and cryptosystems; vulnerabilities of cryptographic and related equipment; violations of cryptosecurity which would lead to cryptanalytic exploitation. This applies also to communications security matters relating to other U.S. government agencies and foreign governments.

Contents of the oouch will include:

25X1A

- (1) Dispatches on subjects designated CRYPTOGRAPHIC.
- (2) Actual keying material (pads, tapes, keylists, etc.) and covering dispatches.
- \*(3) Registered cryptographic material, devices and documents (whether or not a cryptographic clearance is required for access thereto), and their cover dispatches.
- Any "Cryptographic Clearance Required" correspondence material.
- CRYPTO pouches are prepared by the Office of Communications, Security Staff.

#### Sensitivity Indicators

RYBAT and KAPOK are sensitivity indicators used to ensure special handling, restricted distribution, and maximum security of sensitive operational and administrative dispatches.

RYBAT is used when a dispatch contains matter which affects high policy, or concerns administrative, personnel or operational matters of such sensitivity that initial cognizance should be limited to the Office of Communications Area Chief, or a Chief of a DDP Station or Base.

28 February 1968

Date: 29 November 1965

S-E-C-R-E-T

## OFFICE OF COMMUNICATIONS ORDERS

110 DISPATCHES

b. KAPOK is used when a dispatch contains sensitive operational matter which requires limited distribution and restricted handling.

#### C. SECURITY

- Dispatches shall be written in such a way as to prevent the disclosure of sensitive information to unauthorized persons. To a certain extent this can be achieved by care in writing the dispatch, omitting unessential information and recasting or paraphrasing that which must be included. Cryptonyms and pseudonyms shall be used as necessary. They shall not be used in conjunction with their true names or with other information which tends to reveal or confirm their true identities. If a cryptonym or pseudonym does not exist, or if the meaning of the cryptonym or pseudonym would be apparent from the context, reference shall be made instead to: "Identity A", "Identity B", etc. In this case, the true name corresponding to the identity reference shall be sent by separate cover enclosure or if necessary by cable. The true name of the Agency or of distinctive components of the Agency shall never be used in a dispatch. Reference shall not be made in true name to the U.S. Government or to elements thereof.
- 2. True names of Agency employees shall not be used in dispatches.
- 3. Biographic information which would identify staff or agent personnel, or prospective personnel, shall be transmitted by separate cover enclosure in which the true name, pseudonym, cryptonym, or social security number of the individual shall not appear. In the related dispatch, the individual shall be referred to by pseudonym, cryptonym, or identity designator, as appropriate. If an identity designator is used, the name corresponding to the designator shall be given in a separate cover enclosure.

\* 17 March 1967 Date: 29 Nov 1965

S-E-C-R-E-T

#### 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

- 4. The provisions in subparagraphs  $C_0$ ,  $l_0$  through  $C_0$ ,  $l_0$ , above apply also to transmittal manifests (See Section G).
- 5. A document which must refer to an Agency employee in true name, as a W-2 Form, or an enclosure giving the identity corresponding to an identity designator, shall be forwarded as a separate cover enclosure. True names must be preceded by proper courtesy title Mr., Mrs., or Miss as opposed to pseudonyms in which the last name will always be typed in capital letters.
- 6. In addition to the above measures, highly sensitive documents should be separated into odd and even pages or cut vertically into two or more sections, each group of pages or sections to be forwarded separately.
- 7. Excerpts of pertinent Agency regulations governing the above, and additional dispatch and pouch security considerations are attached as APPENDIX A.
- 8. Questions concerning dispatch and pouch security shall be referred to the OC-Records Management Staff.

## D. PREPARATION OF DISPATCHES

## 1. Format

Dispatches will be prepared on Form 53 (See EXHIBIT A), except those sent to stations where special considerations are in effect. For second and succeeding pages, Form 53a will be used. Courtesy copies may be prepared on "Letterex" paper. (For multiple station dispatches see paragraph F.)

\* 17 March 1967 Date: 29 Nov 1965

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

#### 18. Priority and Telepouch Indicators

- a. The indicator PRIORITY is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.
- b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information of preparation of telepouches and stations which have an Office of Communications telepouch channel.

#### E. SENSITIVE DOCUMENTS

- 1. RYBAT or KAPOK operational dispatches will be prepared, coordinated, and released as a regular dispatch. The appropriate sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.
- 2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

\* 28 Feb 1967 Date: 29 Nov 1965

S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

## F. MULTIPLE STATION DISPATCHES

- 1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (See EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol (s) for standard field distribution patterns shall be used to inform addressees of other field recipients when applicable.
- 2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.
- 3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.
- 4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

## G. TRANSMITTAL MANIFEST

- \* 1. In order to eliminate unnecessary paper work, the use of Form 1236a, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.
  - 2. The transmittal manifest shall be prepared in a sterile form and in the same manner

\* 20 May 1968

Date: 29 Nov 1965

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

(1) Chief, Area, City (e.g.,

25X1A

- (2) Communications Officer, City (e.g., Communications Officer,
- (3) Senior Communications Officer, City (where such designations are authorized).

25X1A

b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

## 3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

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#### 4. From

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except for and Logistics
Supply Depots. (Procedures for the preparation of correspondence are found

25X1A

Date: 29 Nov 1965

Page: 5

Approved For Release 2001/09/05: CIR-RDP79-00657A000300060001-4

25X1A

S-E-C-R-E-T

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

in APPENDIX B, and Logistics Supply Depots in APPENDIX C.)

#### 5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example: Overtime Payment - Joseph A. DOE.

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## 6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para below", etc.

25X1A

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

## 7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

#### 8. Content

- a. Dispatches shall be limited to official business.
- b. No more than one specific subject will be covered in a dispatch.

Date: 29 Nov 1965

Page: 6

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

#### 18. Priority and Telepouch Indicators

a. The indicator PRIORITY is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.

b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information on preparation of telepouches and stations which have an Office of Communications telepouch channel.

#### E. SENSITIVE DOCUMENTS

- 1. RYBAT or KAPOK operational dispatches will be prepared, coordinated, and released as a regular dispatch. The appropriate sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.
- 2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

\* 28 Feb 1967 Date: 29 Nov 1965

S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

#### F. MULTIPLE STATION DISPATCHES

- 1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (see EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol(s) for standard field distribution patterns shall be used to inform addressees of the other field recipients when applicable.
- 2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.
- 3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.
- 4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

#### G. TRANSMITTAL MANIFEST

- 1. In order to eliminate unnecessary paper work, the use of Form 1236, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.
- 2. The transmittal manifest shall be prepared in a sterile form and in the same manner

\* 28 Feb 1967

Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX A

## DISPATCH AND POUCH SECURITY GUIDE

In order to provide Office of Communications personnel with guidance for the preparation of communicapouch channel, tions to be forwarded via the excerpts of pertinent Agency regulations are quoted below.

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"Cryptonyms, pseudonyms, or identity designators will be used for:

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25X1A

agencies, officials, or installations a. having sensitive operational relationships with

'Foreign officials or installations having sensitive operational relationships with

the relationship or activity under discussion is

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'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with

'Geographic locations, places, or area when

- sensitive.
- 'Special over-all subject matters where required by particular sensitivity.

25X1A

'NOTE: interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A

Staff personnel; staff personnel of other fices assigned to Field installations on a permanent change of station basis; staff personnel of deministrative offices involved in support of Field installations. 25X1Ain support of

## 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

## 110.1 APPENDIX A - con't

25X1A

- g. 'Agent-type personnel (including staff agents, career agents, contract agents, and Field agents) and individuals having sensitive operational relationships w
- h. components thereof, except those subordinate elements of for which no cryptonyms are in effect.

25X1A 25X1A

- i. 'Cover installations where a short title is desirable.
  - j. 'Cover programs, projects, or operations."

## 3. Biographic Information

\*a. "PHS's, FRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire for will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

\* 28 February 1968 Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 APPENDIX E

#### OFFICE OF COMMUNICATIONS DISTRIBUTION

#### CATEGORY SYMBOLS

## 1. Field Distribution

	Category Symbols	Distributed To	
	A	All Major OC Field Activities and Communications Division, OSA	
	В	Stations which have personnel assigned by OC and Senior Communications Officer, (Does NOT include Category A)	25X1A
	С	Stations at which Communi- cators are other than OC personnel (Does NOT include Category A or B Stations)	
	D .	Cancelled	
	${f F}$	The second secon	25X1A
25X1A	Area plus B	An Area Headquarters plus all OC manned stations under its jurisdiction (e.g., plus B)	
2. ]	Headquarters Distribution		

Category Symbols	Distributed To
1	D/CO, DD/CO, OC-O, OC-EXO, OC-RMS

Date: 14 November 1967 Page 1

S-E-C-R-E-T

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

25X1A

25X1A

#### 110.1 APPENDIX E--con't

## 2. Headquarters Distribution - con't

Category Symbols	Distributed To
2	Distribution 1 plus Staff and Division Chiefs; Communications Division, OSA
3	Distribution 2 plus Branch Chiefs
4	Distribution 3 plus Section Chiefs
5	Distribution to all employees at Headquarters
6	Each Career Panel, plus DD/CO and Chairman of the OC panels
7	Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

## 3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: All (i.e., The distribution will then read: holders 1 cy each.

25X1A

Page 2

Date: 14 November 1967

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

25X1A

110.1 EXHIBIT D

TRANSMITTAL MANIFEST No. 193353 FROM TO (Pseudo initials of releasing Chief, Chief officer) USE ITEM NO. DESCRIPTION 1. Frequency and Propagation Charts 3 cys. Distribution: Orig. & 1 - Addressee w/Encl. (13-47) FORM 1236 USE PREVIOUS EDITION WHITE SIGNATURE OF RELEASING OFFICER OC-AFD 27 February 1968 FORM 1236 USE PREVIOUS EDITION (13-47)YELLOW

28 February 1968 Date:

1 Page

25X1A

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 DISPATCH AND POUCH PROCEDURES

#### A. GENERAL

This Order prescribes procedures for the preparation and forwarding of dispatches and other documents to field installations through the pouch channel.

#### B. DEFINITIONS

#### 1. Dispatch

A dispatch is an official, written, sterilized communication transmitted by pouch.

#### 2. Pouch

3.

A pouch consists of a series of envelopes or wrappings, enclosing dispatches or other official material appropriately addressed to effect transmission through secure channels between Headquarters and a field installation.

25X1A

25X1A

is the special indicator assigned to the Office of Communications pouch channel. The channel is limited to correspondence and other material dealing with:

(a) cryptography; and (b) the technical operation and administration of the Agency communications system.

25X1A

## 4. Crypto

The indicator CRYPTO is used to identify Office of Communications material dealing with sensitive cryptographic topics. Correspondence in this category relates to or contains substantitve information on key generation methods for staff cryptosystems; cryptanalytic evaluation of staff

Date: 29 Nov 1965

Page: 1

#### 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

keying material and cryptosystems; vulner-abilities of cryptographic and related equipment; violations of cryptosecurity which would lead to cryptanalytic exploitation. This applies also to communications security matters relating to other U.S. government agencies and foreign governments.

a. Contents of the pouch will include:



25X1A:

- (1) Dispatches on subjects designated CRYPTOGRAPHIC.
- (2) Actual keying material (pads, tapes, keylists, etc.) and covering dispatches.
- (3) Registered cryptographic material, devices, and documents (whether or not a cryptoclearance is required for access thereto), and their cover dispatches.
- (4) Any "Crypto Clearance Required" correspondence material.
- b. CRYPTO pouches are prepared by the Office of Communications, Security Staff.

## 5. Sensitivity Indicators

RYBAT and KAPOK are sensitivity indicators used to ensure special handling, restricted distribution, and maximum security of sensitive operational and administrative dispatches.

a. RYBAT is used when a dispatch contains matter which affects high policy, or concerns administrative, personnel or operational matters of such sensitivity that initial cognizance should be limited to the Office of Communications Area Chief, or a Chief of a DDP Station or Base.

Page: 2

Date: 29 Nov 1965

110. DISPATCHES

## f. Separate Cover True Name Material

In order to eliminate the necessity for the preparation of transmittals for certain types of true-name material normally forwarded to the field as separate cover enclosures, the following procedures are to be followed:

- (1) Documents covering actions of a personnel nature such as travel orders, career service actions, biographic sketches, etc., will be listed on a pouch manifest as items under the true name of the individual concerned. If there is an identifying number to the document, this will be shown in the column under "Dispatch Number". Items such as Credit Union Statements, W-2 Forms, etc., will be entered only as items showing the total enclosed.
- (2) The pouch manifest will be addressed in the same manner as a dispatch, but it will carry no signature. As the pouch manifest is a three-part set, a copy for the releasing Division, or originator if required, can be provided by adding a sheet of "Letterex" paper at the time of preparation.
- (3) The manifest will be released by the appropriate Division on the pink copy.
- (4) All copies of the manifest and attachments will be forwarded to OC-RMS which will assign a Head-quarters pouch number, enter the date, and distribute the manifest copies.
- (5) A sample manifest is attached as EXHIBIT B.

Page: 11

#### 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

### 13. Distribution

### a. Number of Copies

Dispatches will be prepared in the number of copies indicated below:

3 copies All Areas, as well as other addresses

as specifically

required.

2 copies Senior Communica-

tions Officer,

w .....

1 copy Communications

Officer at all field stations other than

25X1A

above.

Yellow Copy Official record

copy.

Blue Copy Official chrono

copy.

Other copies Division and other

Headquarters dis-

tribution as required.

#### b. Field Distribution

(1) A listing of addressee field stations not covered by a category symbol will appear at the lower left of the dispatch below the listing of enclosures. An indication of whether enclosures are included will follow each addressee listed.

(2) Dispatches which fall under the Office of Communications Standard Distribution Categories will use the category symbol listed in

Page: 12

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

as a dispatch with regard to numbering, addressing, number of copies, dating, originator, and releasing office responsibilities. "Letterex" tissue should be used to produce additional copies as required.

3. Except for material specifically covered by special procedures, the transmittal manifest shall be delivered to OC-RMS with the material which is to be forwarded firmly attached. Any material which is to be forwarded separately shall be so identified and clipped, not stapled, to the transmittal.

#### H. DISPATCH PROCESSING

## 1. Releasing Office

- a. After a dispatch has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled and forwarded to OC-RMS as follows under a Routing and Record Sheet, Form 610, upon which should be noted any special pouching instructions for OC-RMS:
  - (1) Copies for the addressee.
  - (2) Copies to be sent to information addressees in the field.
  - (3) Yellow official record copy with background material firmly attached.
  - (4) Headquarters file copies.
- b. Enclosures forwarded with the dispatch, either to the action addressee or to information addresses, shall be firmly attached to the appropriate copy of the dispatch.
- c. Separate cover enclosures shall be

Page: 17

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

so identified and placed below the last copy of the dispatch.

d. Form 26, Control and Cover Sheet for TOP SECRET Documents, is to be used on TOP SECRET dispatches. TOP SECRET dispatches must be hand carried through coordination, release, and delivered to OC-RMS.

## 2. OC-RMS

OC-RMS is responsible for:

- a. Screening outgoing dispatches for discrepancies (i.e., absence of enclosures, lack of appropriate number of copies, etc.) compliance with prescribed format, procedures, sterilization and security regulations, and releasing signature.
- b. Preparing and forwarding pouches, via normal or special channels.
- c. Arranging for shipment of oversize equipment and materials via pouch channels.
- d. Obtaining clearance and preparing pouches for hand carrying.
- e. Securing weight and size waivers as necessary.
- f. Returning to the originator material which is improperly prepared.

## I. POUCH TRANSMISSION FACILITIES AND LIMITATIONS



Page: 18

Date: 29 Nov 1965

Approved For Release 2004/09/09-EHA-RDP79-00657A000300060001-4

25X1A

**Next 1 Page(s) In Document Exempt** 

### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 3. Waivers

- a. OC-RMS is to be notified as to size, weight, and content of packages or crates of equipment and other articles exceeding extablished pouch size and weight limitations in order to make the necessary arrangements for preparation and delivery to the appropriate courier services. OC-RMS should also be informed as to deadline dates by which such materials are due in the addressee station.
- b. Restrictions on shipment of contraband material may not be waived.

#### 4. Special Shipments

- a. Staffs originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the Field that such shipments are enroute if such notification is necessary.
- b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the Field, if available and required; and will provide this information to the Staffs upon request.

#### J. HAND-CARRIED CLASSIFIED MATERIALS

### 1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand carried to the Field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand carried only in emergency situations where the necessity for immediate delivery outweighs the possibility of a compromise of security.

Date: 29 November 1965

Page 21

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

## 110.1 DISPATCH AND POUCH PROCEDURES - con't

## 2. Request for Approval

If the office head concerned considers it essential that material be hand carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (see EXHIBIT E), to Chief, OC-RMS along with the material to be hand carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

## 3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

## \*4. Pouches Hand Carried from the Field

An employee authorized by a Chief of Station or Base or an OC Area Chief to hand carry material to Headquarters shall deliver it immediately, unopened to the Chief, OC-RMS, for processing in accordance with normal procedure for incoming material. Should he arrive during non-working hours, he shall leave the material with the Headquarters Signal Center Duty Officer for delivery to OC-RMS at the beginning of the next working day.

## K. REPOUCHING OF LATERAL POUCHES/DISPATCHES

Lateral dispatches or pouches when received in OC-RMS are repouched to the addressee station unless the station is in a satellite country. In the latter case these are referred to the appropriate Division for action. OC-RMS, however, must be notified of the disposition of the pouch.

\* 6 November 1967 Date: 29 November 1965

Page 22

S-E-C-R-E-T

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX A

## DISPATCH AND POUCH SECURITY GUIDE

In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the pouch channel. excerpts of pertinent Agency regulations are quoted below.

25X1A

"Cryptonyms, pseudonyms, or identity designators will be used for:

25X1A

agencies, officials, or installations having sensitive operational relationships

25X1A with

25X1A

'Foreign officials or installations having sensitive operational relationships with

25X1A

c. 'Foreign or domestic associations, business organizations, political organizations. or publications having sensitive operational relationships with

'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.

25X1A

'Special over-all subject matters where required by particular sensitivity.

25X1A

interprets the above to 'NOTE: apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A

Staff personnel; staff personnel offices assigned to field of other

Date: 29 Nov 1965

Page: 1

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### 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

installations on a permanent change of station basis; staff personnel of involved in support file of field installations.

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g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships with

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those subordinate elements of for which no cryptonyms are in effect.

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i. 'Cover installations where a short title is desirable.

25X1A

j. 'Cover programs, projects, or operations."

### 3. Biographic Information

a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by truename pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

Page: 2 Date: 29 Nov 1965

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 EXHIBIT B

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		POUCH /	MANIFEST		
TOI	Communic	cations Officer		Pousit No.	
FRON		ry, Washington, D. C.		DATE	
ITEM	MSPATCH NO.		SUBJECT AND ENCLOSURE		
1.		CAREER SERVICE ACTION	N -		
2.		n n #	-	and the state of t	
3.	1		- 4		
4.	931-65	TRAVEL ORDER -			
5.	517-65				
в.	027-00	CREDIT UNION STATEMEN	NT - (1)		
7.		PERMIT TO DEPART FROM		TATES -	l
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l					
P	LEASE DATE, AND	SIGN AND RETURN THIS COPY T	o headquarters re	OISTRY BY NEXT RETURN PO	<b>ТСН</b>
P	LEASE DATE, AND	SIGN AND RETURN THIS COPY T	O HEADQUARTERS RE	GISTRY BY NEXT RETURN FO	<b>ТСН</b>
DATE			O HEADQUARTERS RE SCHATTE Gadgled WHITE	OISTRY BY NEXT RETURN FOR	7CH
DATE		confidential	SKS-AATUSE (Recipient) WHITE		
DATE		confidential	SKRATUSE Goodplant) WHITE ON COPY		
PORM 8-41	255 MEX PREVIOUS	confidential	SKS-AATUSE (Recipient) WHITE	. SECRET	(3
PORM 8-41	255 MEX PREVIOUS	STATE  CONFIDENTIAL  STATE  CONFIDENTIAL	SKRATUSE Goodplant) WHITE ON COPY		
PORM 8-41	255 MEX PREVIOUS	CONFIDENTIAL  STATE  STATE  CONFIDENTIAL  ORIGINATOR:	SKRATUSE Goodplant) WHITE ON COPY	. SECRET	(3
PORM	295 MEX PREVIOUS	STATE  CONFIDENTIAL  STATE  CONFIDENTIAL	SKRATUSE Goodplant) WHITE ON COPY	. SECRET	(3
PORM 8-41	295 MEX PREVIOUS	CONFIDENTIAL  STATE  STATE  CONFIDENTIAL  ORIGINATOR:	SKRATUSE Goodplant) WHITE ON COPY	. SECRET	(3
PORM 8-41	295 MEX PREVIOUS	CONFIDENTIAL  STATE  STATE  CONFIDENTIAL  ORIGINATOR:	SKRATUSE Goodplant) WHITE ON COPY	. SECRET	(3
PORM 8-41	295 MEX PREVIOUS	CONFIDENTIAL  STATE  STATE  CONFIDENTIAL  ORIGINATOR:	SKRATUSE Goodplant) WHITE ON COPY	. SECRET	(3
PORM 8-41	295 MEX PREVIOUS	CONFIDENTIAL  STATE  CONFIDENTIAL  ORIGINATOR:  RELEASING OFFICER:	SKRATUSE Goodplant) WHITE ON COPY	. SECRET	(3
PORM 8-41	295 MEX PREVIOUS	CONFIDENTIAL  STATE  CONFIDENTIAL  ORIGINATOR:  RELEASING OFFICER:	SGNATE Geolysics) WHITE ON COPY YELLOW	. SECRET	(3

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Date: 29 Nov 1965 Page: 1
Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4
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## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 EXHIBIT D

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TRANSMITTAL MANIFEST No. 728801 (Pseudo initials of releasing officer) ENG 65-0000 4 copies (2 each) CO Magazines for April and May 65 RADIO-ELECTRONICS for May 1965 1 copy 1 copy Tektronix Service Scope - April 65 Enclosures: 6 as stated Distribution: Orig & 2 - Addressee w/encls (12-47) WHITE Chief OC-E/MSB YELLOW

25X1A

Date: 29 Nov 1965

Page:

1

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

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(1) Chief, Area, City (e.g.,

- (2) Communications Officer, City (e.g., Communications Officer,
- (3) Senior Communications Officer, City (where such designations are authorized).



b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.

c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

## 3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

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4. From

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Enter the cryptonym "Chief, except for and Logistics
Supply Depots. (Procedures for the preparation of correspondence are found

25X1A

Date: 29 Nov 1965

Page: 5

Approved For Release 2001/09/03: CTA-RDP79-00657A000300060001-4

25X1A

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

in APPENDIX B, and Logistics Supply Depots in APPENDIX C.)

#### 5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example: Overtime Payment - Joseph A. DOE.

25X1A

#### 6. Action Required/Reference

- a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para\_\_\_\_\_\_below", etc.
- b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters DIR/WASH number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

#### 7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

#### 8. Content

- a. Dispatches shall be limited to official business.
- b. No more than one specific subject will be covered in a dispatch.

Date: 29 Nov 1965

Page: 6

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 9. Signature

Chiefs and Deputy Chiefs of Divisions and Staffs, authorized signing officers, or higher authority may sign dispatches. The pseudonym of the signing officer shall be typed on all copies but his signature need appear only on the original. A signing officer whose pseudonym is not typed on the dispatch shall initial all copies of the dispatch. When the D/CO or DD/CO release a dispatch, their typed pseudonym signature is to be placed on the dispatch and they will also be the signing officer.

#### 10. Date

- a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Head-quarters copies.
- b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

#### 11. Dispatch Symbols and Numbers

- a. Dispatches will be numbered with the appropriate Division or Staff symbol (See APPENDIX D), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 65-001.
- b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.

Date: 29 Nov 1965 Page: 7

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

- c. Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:
  - (1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.
  - (2) If the dispatch has been pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" (e.g., ADM 65-001 becomes ADM 65-001-A). In this case the Division or Staff concerned will be responsible for notifying the field.

#### 12. Enclosures

#### a. Preparation

- (1) A complete set of enclosures, if available, will accompany each copy of the dispatch sent to the action addressee, and where possible or applicable, with the information copies.
- (2) Plain paper without the U.S. Government watermark is to be used for enclosures.
- (3) The following notation will be either typed at the top of the enclosure or on a separate sheet of paper and securely fastened to the enclosure:

"Enclosure No	
No. for S	tation"
O	r
"Separate Cover	Enclosure(s) No"
to Dispatch No.	for Station ."

Date: 29 Nov 1965

Page: 8

## OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

APPENDIX E. Multiple station dispatch instructions are contained in Section E.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used. (See APPENDIX E).

### c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

## 14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

#### 15. Coordination

- a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
- b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.
- c. Dispatches which are addressed to stations under the cognizance of more than one Division should be coordinated with each Division.

#### 16. Release

a. Chiefs and Deputy Chiefs of Divisions are authorized to release dispatches

Date: 23 August 1966

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

within their geographical areas of responsibility. Those which transcend the responsibility of more than one Division, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Chief or Deputy Chief, OC-SPS will release dispatches addressed to Chief, Releasing officers shall

25X1A

determine, and by their signature certify, that the dispatch:

- (1) Has been properly classified, sterilized, addressed, and coordinated.
- (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
- (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee,
- (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

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- b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after Chief, on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.
- 17. Security Classification and Group Marking
  - a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

Page: 14 Date: 23 August 1966

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX A

#### DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the pouch channel, excerpts of pertinent Agency regulations are quoted below.

25X1A

2. "Cryptonyms, pseudonyms, or identity designators will be used for:

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25X1A

a. 'agencies, officials, or installations having sensitive operational relationships with

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b. 'Foreign officials or installations having sensitive operational relationships with

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- c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with
- d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.
- e. 'Special over-all subject matters where required by particular sensitivity.

25X1A

apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

25X1A

f. Staff personnel; staff personnel of other offices assigned to field

25X1A

Date: 29 Nov 1965

Page: 1

## 

110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

25X1A

installations on a permanent change of station basis; staff personnel of personnel of nistrative offices involved in support the field installations.

g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships with

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25X1A

h. 'and and components thereof, except those subordinate elements of the for which no cryptonyms are in effect.

25X1A

- i. 'Cover installations where a short title is desirable.
  - j. 'Cover programs, projects, or operations."

### 3. Biographic Information

a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by truename pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

Page: 2

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

### 4. Use of Code Designations

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a. "The fact that a code designation for a non-entity is available does not mean that it should be used in every instance. Code designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with or when such disclosure would be harmful or detrimental to the interests of or the persons, organizations, or activities concerned."

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25X1A

- b. "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."
- c. "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"
- d. "Aliases will not be used in communications between Headquarters and the field.

'NOTE: Since aliases are used overtly, they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

#### 5. Enclosures

"All enclosures to a dispatch will be

Page: 3

110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

25X1A

25X1A

25X1A

25X1A

25X1A

'NOTE: This requirement is made to allow:
(1) plausible denial of interest,
and (2) passage to personnel unwitting of that
interest should the occasion arise and the
contents permit it."

## 6. True-Name Material

a. "Material which by its very nature must contain the true names of personnel or of persons, organizations, places, etc., having sensitive operational relationships with will be transmitted to the field (as set forth) below.

'NOTE: The indicator does not authorize indiscriminate use of true names in correspondence with the field."

- b. "True-name material will not be included in or attached to a dispatch, but will be sent as a separate cover enclosure to a transmittal dispatch."
- c. "The transmittal dispatch will be signed, as in any other case, in pseudonym."
- d. "True-name material will always constitute a separate pouch; it will not be included in a pouch containing sterilized material, nor will it be included in the same pouch with its transmittal dispatch, or any other dispatch, or any material which would identify the pouch as having originated in this Agency."
- e. "A true-name pouch will not be used for the transmission of unsterilized material except as outlined above."

Page: 4

OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 APPENDIX B

25X1A

## PREPARATION OF CORRESPONDENCE

## I. PREPARATION OF CORRESPONDENCE

## A. Types of Correspondence

Correspondence to Field Stations consists of the following categories:

25X1A

1. Correspondence addressed exclusively to Field Stations.

25X1A

2. Correspondence addressed to Field Stations and other geographical areas.

25X1A

3. Correspondence to DD/P Chiefs of Stations and Bases within

#### B. Format

Correspondence should be prepared on Dispatch Form 53 or Transmittal Manifest, Form 1236, in the established format.

## C. Addressee and Originator

1. The addressee will be the officer in charge of the Communications installation, or the Chief of Station or Base, as appropriate.

25X1A

2. Correspondence prepared at Headquarters, addressed exclusively to Field Stations, will indicate "FROM: Washington".

25X1A

25X1A

3. Correspondence prepared at Headquarters to Field Stations in the name of the Director of Communications will indicate "FROM: However, this title will not be used as a general rule; rather, it will be used in those instances

25X1A

Date: 29 Nov 1965

Page: 1

Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4

25X1A

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

wherein the content of the dispatch would require the signature of the Director of Communications as an authorizing official of the Agency.

## D. Dispatch Symbols

1. Correspondence which is prepared in the



2. Correspondence which is prepared in the name of the Director of Communications will contain the appropriate dispatch symbol and number of the D/CO.

## E. Signature

Chiefs or Deputy Chiefs of Staffs may sign correspondence originated in the name of

#### F. Distribution

The standard procedure established for preparation of dispatches will be followed.

#### G. Coordination/Release

1. The officer originating a dispatch will determine the extent of coordination required consistent with existing directives and the operational and support requirements involved.

25X1A

25X1A

will release correspondence originated in his name. There is no change in correspondence procedures regarding releasing authority for dispatches originated in the name of the Director of Communications.

25X1A

Page: 2 Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX C

# PREPARATION OF CORRESPONDENCE FOR OFFICE OF LOGISTICS SUPPLY DEPOTS

REFERENCE: Office of Logistics Correspondence Procedure (LI 42-100-5)

#### I. FORMAT

Correspondence is to be prepared on sterile bond paper using the standard memoranda format for CIA correspondence.

#### II. ADDRESSEE AND ORIGINATOR

Correspondence is to be addressed to "Communications Officer, Depot" from "Director of Communications".

#### III. CONTENT

The content of the correspondence is to be in true name. No Agency cryptonyms or other intelligence terminology will be used. "Organization" or "Headquarters" will be substituted for the term "CIA" or "Agency".

#### IV. NUMBERING OF CORRESPONDENCE

The correspondence will be numbered in the originating Division or Staff dispatch symbol and numerical series.

#### V. DISTRIBUTION

Correspondence is to be prepared in the number of copies as indicated below:

Original and one tissue ) to be forwarded to Logistics Supply Depot

Date: 29 Nov 1965

Page: 1

25X1A

110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

Tissue, white )1 each to following: OC-S/C, chrono, and

other files are required

Tissue, Yellow )Official Record Copy

## VI. SIGNATURE, COORDINATION, AND RELEASE

A. Chiefs and Deputy Chiefs of Divisions and Staffs or other authorized signing officers will sign this correspondence, in TRUE NAME. The originator shall determine the extent of coordination required. OC-S/C is responsible for the Logistics Supply Depots and will be the releasing office for Depot correspondence.

B. Divisions and Staffs may prepare correspondence for the signature (TRUE NAME) and/or release by OC-O, DD/CO, or D/CO.

Page: 2 Date: 29 Nov 1965

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX D

## OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC D/CO, DD/CO, OC-O, OC-EXO, OC-P

AD Americas Division

AFD Africa Division

ASD Asia Division

ED Europe Division

MD Middle East Mediterranean Division

ADM Administration Staff

CY Security Staff

ENG Engineering Staff

OS Operations Support Staff

RMS Records Management Staff

SIG Signal Centers

SP Special Programs Staff

T Telecommunications Staff

Date: 29 Nov 1965

Page:

1

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

### 110.1 APPENDIX E

#### OFFICE OF COMMUNICATIONS DISTRIBUTION

#### CATEGORY SYMBOLS

## 1. Field Category Symbols

- A. All Major OC Field Activities
- B. Stations which have personnel assigned by OC (Does NOT include Category A)
- C. Stations at which Communicators are other than OC personnel (Does NOT include Category A or B Stations)
- D. Field Stations under Headquarters jurisdiction (Exempted Activities)

25X1A

25X1A

Area plus B - An Area Headquarters plus all OC manned stations under its jurisdiction (e.g., plus B)

#### 2. Headquarters Category Symbols

1. D/CO, DD/CO, OC-O, OC-EXO, OC-RMS

25X1A

- 2. Distribution 1 plus Staff and Division Chiefs;
- 3. Distribution 2 plus Branch Chiefs
- 4. Distribution 3 plus Section Chiefs
- 5. Distribution to all employees at Headquarters
- 6. Each Career Panel, plus DD/CO and Chairman of the OC panels

Date: 29 Nov 1965

Page:

S-E-C-R-E-T Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4

#### 110. DISPATCHES

25X1A

#### OFFICE OF COMMUNICATIONS ORDERS

7. Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

#### 3. Publication Distribution

Page: 2 Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 EXHIBIT A

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Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4
S-E-C-R-E-T

#### S-E-C-R-E-T

#### 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

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Page: 2

Date: 29 Nov 1965 Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4 S-E-C-R-E-T

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 EXHIBIT C

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## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 EXHIBIT D

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Page:

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## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

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#### 110.1 EXHIBIT A

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Page: 1

#### S-E-C-R-E-T

## 110. DISPATCHES

## OFFICE OF COMMUNICATIONS ORDERS

CONTINUATION OF	GLABBIFIC≜TIQN	DISPATCH SYMBOL AND MARKET
DISPATCH	S-E-C-R-Z-T	ADM 65-123
5. The releasi	ng date of the dispatch is	typed or
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the message, on all	ng date of the dispatch is r right of the dispatch. yped at the lower left, be copies remaining at Head	uarters.
6. If the disn	etch requires move then or	o nome delenates
the second and succ	atch requires more than or meding pages by dispatch r succeeding pages will be p patch.	number as illustrated
above. Second and	succeeding pages will be p	prepared on Form 53a,
Concinuation of Dis	paten,	
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Page: 2

\* 28 Feb 1967 Date: 29 Nov 1965

S-E-C-R-E-T

Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

25X1A

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

b. KAPOK is used when a dispatch contains sensitive operational matter which requires limited distribution and restricted handling.

#### C. SECURITY

- Dispatches shall be written in such a way as to prevent the disclosure of sensitive information to unauthorized persons. To a certain extent this can be achieved by care in writing the dispatch, omitting unessential information and recasting or paraphrasing that which must be included. Cryptonyms and pseudonyms shall be used as necessary. They shall not be used in conjunction with their true names or with other information which tends to reveal or confirm their true identities. If a cryptonym or pseudonym does not exist, or if the meaning of the cryptonym or pseudonym would be apparent from the context, reference shall be made instead to: "Identity A", "Identity B", etc. In this case, the true name corresponding to the identity reference shall be sent by separate cover enclosure or if necessary by cable. The true name of the Agency or of distinctive components of the Agency shall never be used in a dispatch. Reference shall not be made in true name to the U.S. Government or to elements thereof.
- 2. True names of Agency employees shall not be used in dispatches.
- 3. Biographic information which would identify staff or agent personnel, or prospective personnel, shall be transmitted by separate cover enclosure in which the true name, pseudonym, cryptonym, or social security number of the individual shall not appear. In the related dispatch, the individual shall be referred to by pseudonym, cryptonym, or identity designator, as appropriate. If an identity designator is used, the name corresponding to the designator shall be given in a separate cover enclosure.

\* 17 March 1967 Date: 29 Nov 1965

Page 3

S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

- 4. The provisions in subparagraphs  $C_0$ ,  $l_0$  through  $C_0$ ,  $l_0$ , above apply also to transmittal manifests (See Section G).
- 5. A document which must refer to an Agency employee in true name, as a W-2 Form, or an enclosure giving the identity corresponding to an identity designator, shall be forwarded as a separate cover enclosure. True names must be preceded by proper courtesy title Mr., Mrs., or Miss as opposed to pseudonyms in which the last name will always be typed in capital letters.
- 6. In addition to the above measures, highly sensitive documents should be separated into odd and even pages or cut vertically into two or more sections, each group of pages or sections to be forwarded separately.
- 7. Excerpts of pertinent Agency regulations governing the above, and additional dispatch and pouch security considerations are attached as APPENDIX A.
- 8. Questions concerning dispatch and pouch security shall be referred to the OC-Records Management Staff.

#### D. PREPARATION OF DISPATCHES

#### 1. Format

Dispatches will be prepared on Form 53 (See EXHIBIT A), except those sent to stations where special considerations are in effect. For second and succeeding pages, Form 53a will be used. Courtesy copies may be prepared on "Letterex" paper. (For multiple station dispatches see paragraph F.)

\* 17 March 1967

Date: 29 Nov 1965

Page . 4

#### Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

S=E=C=R=E=T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

b. The notation "GROUP 1 - Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

#### 18. Priority and Telepouch Indicators

a. The indicator PRIORITY is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.

b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. Consult OC-RMS for detailed information on preparation of telepouches and stations which have an Office of Communications telepouch channel.

#### E. SENSITIVE DOCUMENTS

- 1. RYBAT or KAPOK operational dispatches will be prepared, coordinated, and released as a regular dispatch. The appropriate sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.
- 2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.

\* 28 Feb 1967 Date: 29 Nov 1965

#### Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

#### F. MULTIPLE STATION DISPATCHES

- A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (see EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol(s) for standard field distribution patterns shall be used to inform addressees of the other field recipients when applicable.
- The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition. Form 70b, attached indicating the number of copies to be reproduced for each copy,
- The complete list of addressee stations will appear only on/or attached to the official record copy. originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.
- Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

#### G. TRANSMITTAL MANIFEST

- In order to eliminate unnecessary paper work, the use of Form 1236, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The transmittal manifest will show the quantity of each item being transmitted.
- 2. The transmittal manifest shall be prepared in a sterile form and in the same manner

28 Feb 1967

29 Nov 1965 Date:

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 2. Addressee

a. Usually the addressee will be the officer in charge of the communications installation and shall be indicated as appropriate.

(1) Chief, Area, City (e.g.,

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(2) Communications Officer, City (e.g., Communications Officer,

(3) Senior Communications Officer, City (where such designations are authorized).

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- b. Exceptions to the above method of addressing dispatches are authorized wherever considered more appropriate to the OC field component. These exceptions will be announced by means of a notice.
- c. In cases where it is necessary to address the DDP representative the address is Chief of Station, City; or Chief of Base, City.

#### 3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

4. From

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Enter the cryptonym "Chief, except for and Logistics
Supply Depo (Procedures for the preparation of correspondence are found

25X1A

Date: 29 Nov 1965

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

in APPENDIX B, and Logistics Supply Depots in APPENDIX C.)

#### 5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:

ment - Joseph A. DOL.

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#### 6. Action Required/Reference

- a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para below", etc.
- b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters DIR/WASH number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

#### 7. Processing Block

The "Processing Block" is for the Clandestine Services only and is to be ignored.

#### 8. Content

- a. Dispatches shall be limited to official business.
- b. No more than one specific subject will be covered in a dispatch.

Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

APPENDIX E. Multiple station dispatch instructions are contained in Section (E. 3)

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used. (See APPENDIX E).

## c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

#### 14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

#### 15. Coordination

- a. The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
- b. Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures.. Coordinators will sign the yellow copy of Form 53 in true name.
- c. Dispatches which are addressed to stations under the cognizance of more than one Division should be coordinated with each Division.

#### 16. Release

a. Chiefs and Deputy Chiefs of Divisions are authorized to release dispatches

Date: 23 August 1966

Page 13

certify, that the dispatch:

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

within their geographical areas of responsibility. Those which transcend the responsibility of more than one Division, raise a question of policy, initiate or significantly affect activities or projects, commit funds, deny a request or disapprove an action or are apt to raise a controversy, shall be released by the D/CO, DD/CO, or Chief, OC-O. Thief or Deputy Chief, OC-SPS will release dispatches addressed to Chief, Releasing officers shall determine, and by their signature

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- (1) Has been properly classified, sterilized, addressed, and coordinated.
- (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
- (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee,
- (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).

b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym linitials after Chief, on the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

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### 17. Security Classification and Group Marking

a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.

Page: 14

Date: 23 August 1966

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX A

### DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the pouch channel, excerpts of pertinent Agency regulations are quoted below.

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2. "Cryptonyms, pseudonyms, or identity designators will be used for:

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a. agencies, officials, or installations having sensitive operational relationships with

b. 'Foreign officials or installations having sensitive operational relationships with

- c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships with
- d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.
- e. 'Special over-all subject matters where required by particular sensitivity.

'NOTE: interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

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of other Staff personnel; staff personnel offices assigned to field

25X1A

Date: 29 Nov 1965

Page: 1

Approved For Release 2001/89/63 CTA-RDP79-00657A000300060001-4

25X1A

110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

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installations on a normanent change of station basis; staff personnel of involved in support field installations.

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g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships with

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h. and components thereof, except those subordinate elements of for which no cryptonyms are in effect.

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25X1A

- i. 'Cover installations where a short title is desirable.
  - j. 'Cover programs, projects, or operations."

#### 3. Biographic Information

a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by truename pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

Page: 2

Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

25X1A

110. DISPATCHES

#### 4. Use of Code Designations

a. "The fact that a code designation for a entity is available does not mean that it should be used in every instance. Code designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with or when such disclosure would be harmful or detrimental to the interests of the or the persons, organizations, or activities concerned."

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25X1A

- b. "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."
- c. "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"
- d. "Aliases will not be used in communications between Headquarters and the field.

'NOTE: Since aliases are used overtly, they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

#### 5. Enclosures

"All enclosures to a dispatch will be

Date: 29 Nov 1965

Page:

3

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

prepared on plain paper without watermark.

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'NOTE: This requirement is made to allow:

(1) plausible denial of interest,
and (2) passage to personnel unwitting of that
interest should the occasion arise and the
contents permit it."

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#### 6. True-Name Material

a. "Material which by its very nature must contain the true names of personnel or of persons, organizations, places, etc., having sensitive operational relationships with will be transmitted to the field (as set forth) below.

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'NOTE: The indicator does not authorize indiscriminate use of true names in correspondence with the field."

- b. "True-name material will not be included in or attached to a dispatch, but will be sent as a separate cover enclosure to a transmittal dispatch."
- c. "The transmittal dispatch will be signed, as in any other case, in pseudonym."
- d. "True-name material will always constitute a separate pouch; it will not be included in a pouch containing sterilized material, nor will it be included in the same pouch with its transmittal dispatch, or any other dispatch, or any material which would identify the pouch as having originated in this Agency."
- e. "A true-name pouch will not be used for the transmission of unsterilized material except as outlined above."

Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 3. Waivers

a. OC-RMS is to be notified as to size, weight, and content of packages or crates of equipment and other articles exceeding established pouch size and weight limitations in order to make the necessary arrangements for preparation and delivery to the appropriate courier services. OC-RMS should also be informed as to deadline dates by which such materials are due in the addressee station.

b. Restrictions on shipment of contraband material may not be waived.

#### 4. Special Shipments

a. Staffs originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the field that such shipments are enroute if such notification is necessary.

b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the field, if available and required; and will provide this information to the Staffs upon request.

## J. HAND-CARRIED CLASSIFIED MATERIALS

## 1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand carried to the field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand carried only in emergency situations where the necessity for immediate delivery outweighs

Date: 29 Nov 1965

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

the possibility of a compromise of security.

#### 2. Request for Approval

If the office head concerned considers it essential that material be hand carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (see EXHIBIT E), to Chief, OC-RMS along with the material to be hand carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

#### 3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

## 4. Pouches Hand Carried from the Field

An employee authorized by a Chief of Station or Base or an OC Area Chief to hand carry material to Headquarters shall deliver it immediately, unopened to the Chief, OC-RMS, for processing in accordance with normal procedure for incoming material. Should he arrive during non-working hours he shall leave the material with the OC-Signal Center Duty Officer for delivery to OC-RMS at the beginning of the next working day.

## K. REPOUCHING OF LATERAL POUCHES/DISPATCHES

Lateral dispatches or pouches when received in OC-RMS are repouched to the addressee station unless the station is in a satellite country. In the latter case these are referred to the appropriate Division for action. OC-RMS, however, must be notified of the disposition of the pouch.

Page: 22

Date: 29 Nov 1965

1

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX C

# PREPARATION OF CORRESPONDENCE FOR OFFICE OF LOGISTICS SUPPLY DEPOTS

REFERENCE: Office of Logistics Correspondence Procedure (LI 42-100-5)

#### I. FORMAT

Correspondence is to be prepared on sterile bond paper using the standard memoranda format for CIA correspondence.

#### II. ADDRESSEE AND ORIGINATOR

Correspondence is to be addressed to "Communications Officer, Depot" from "Director of Communications".

#### III. CONTENT

The content of the correspondence is to be in true name. No Agency cryptonyms or other intelligence terminology will be used. "Organization" or "Headquarters" will be substituted for the term "CIA" or "Agency".

## IV. NUMBERING OF CORRESPONDENCE

The correspondence will be numbered in the originating Division or Staff dispatch symbol and numerical series.

#### V. DISTRIBUTION

Correspondence is to be prepared in the number of copies as indicated below:

Original and one tissue ) to be forwarded to Logistics Supply Depot

Date: 29 Nov 1965

Page: 1

Approved For Release 2001**/89/0**3ር-ሮያልቸዊው 79-00657A000300060001-4

25X1A

110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS

Tissue, white )1 each to following: OC-S/C, chrono, and other files are required

Tissue, Yellow )Official Record Copy

## VI. SIGNATURE, COORDINATION, AND RELEASE

A. Chiefs and Deputy Chiefs of Divisions and Staffs or other authorized signing officers will sign this correspondence, in TRUE NAME. The originator shall determine the extent of coordination required. OC-S/C is responsible for the Logistics Supply Depots and will be the releasing office for Depot correspondence.

B. Divisions and Staffs may prepare correspondence for the signature (TRUE NAME) and/or release by OC-O, DD/CO, or D/CO.

Page: 2

Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX D

### OFFICE OF COMMUNICATIONS DISPATCH SYMBOLS

OC D/CO, DD/CO, OC-O, OC-EXO, OC-P

AD Americas Division

AFD Africa Division

ASD Asia Division

ED Europe Division

MD Middle East Mediterranean Division

ADM Administration Staff

CY Security Staff

ENG Engineering Staff

OS Operations Support Staff

RMS Records Management Staff

SIG Signal Centers

SP Special Programs Staff

T Telecommunications Staff

Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX E

#### OFFICE OF COMMUNICATIONS DISTRIBUTION

#### CATEGORY SYMBOLS

### 1. Field Category Symbols

- A. All Major OC Field Activities
- B. Stations which have personnel assigned by OC (Does NOT include Category A)
- C. Stations at which Communicators are other than OC personnel (Does NOT include Category A or B Stations)
- D. Field Stations under Headquarters jurisdiction (Exempted Activities)



Area plus B - An Area Headquarters plus all OC manned stations under its jurisdiction (e.g., plus B)

## 2. Headquarters Category Symbols

1. D/CO, DD/CO, OC-O, OC-EXO, OC-RMS

2. Distribution 1 plus Staff and Division Chiefs;

25X1A

- 3. Distribution 2 plus Branch Chiefs
- 4. Distribution 3 plus Section Chiefs
- 5. Distribution to all employees at Headquarters
- 6. Each Career Panel, plus DD/CO and Chairman of the OC panels

Date: 29 Nov 1965

Page: 1

25X1A

Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4

25X1A

#### 110. DISPATCHES

25X1A

#### OFFICE OF COMMUNICATIONS ORDERS

7. Special distribution at the request of the originator (i.e., DDP, DDS, DDI, and/or DDS&T)

#### 3. Publication Distribution

Exceptions to standard distribution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read; TO: All (i.e., The distribution will then read: holders 1 cy each.

Page: 2 Date: 29 Nov 1965

## Approved For Release 2001/09/03 $\div_{R}^{\text{CLA-RDP79-00657A000300060001-4}}$

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

### TABLE OF CONTENTS

110.1 DISPATCH AND POUCH PROCEDURES

110.2 Telepouch System

Date: 25 Mar 1966

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES

#### A. GENERAL

This Order prescribes procedures for the preparation and forwarding of dispatches and other documents to field installations through the channel.

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#### B. DEFINITIONS

#### 1. Dispatch

A dispatch is an official, written, sterilized communication transmitted by pouch.

#### 2. Pouch

\* 3.

A pouch consists of a series of envelopes or wrappings, enclosing dispatches or other official material appropriately addressed to effect transmission through secure channels between Headquarters and a field installation.

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is the special indicator assigned to the Office of Communications pouch channel. The channel is limited to correspondence and other material dealing with: (a) cryptography; and (b) the technical operation and administration of the Agency communications system. The channel is not cleared for COMINT material.

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## 4. CRYPTO

The indicator CRYPTO is used to identify Office of Communications material dealing with sensitive cryptographic topics. Correspondence in this category relates to or contains substantive information on key generation methods for staff cryptosystems; cryptanalytic evaluation of

\* 28 February 1968

Date: 29 November 1965

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - cont'd

staff keying material and cryptosystems; vulnerabilities of cryptographic and related equipment; violations of cryptosecurity which would lead to cryptanalytic exploitation. This applies also to communications security matters relating to other U.S. government agencies and foreign governments.

a. Contents of the will include:

pouch

25X1A

- (1) Dispatches on subjects designated CRYPTOGRAPHIC.
- (2) Actual keying material (pads, tapes, keylists, etc.) and covering dispatches.
- (3) Registered cryptographic material, devices and documents (whether or not a cryptographic clearance is required for access thereto), and their cover dispatches.
- (4) Any "Cryptographic Clearance Required" correspondence material.
- b. CRYPTO pouches are prepared by the Office of Communications, Security Staff.

### \* 5. Sensitivity Indicator

- a. RYBAT is a sensitivity indicator used to insure special handling, restricted distribution, and maximum security of sensitive operational and administrative dispatches.
- b. RYBAT is used when a dispatch contains matter which affects high policy, or concerns administrative, personnel or operational matters of such sensitivity that initial cognizance should be limited to the Office of Communications Area Chief, or a Chief of a DDP Station or Base.

17 July 1968

Date: 29 November 1965

S-E-C-R-E-T

### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

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#### C. SECURITY

- Dispatches shall be written in such a way as to prevent the disclosure of sensitive information to unauthorized persons. To a certain extent this can be achieved by care in writing the dispatch, omitting unessential information and recasting or paraphrasing that which must be included, Cryptonyms and pseudonyms shall be used as necessary. They shall not be used in conjunction with their true names or with other information which tends to reveal or confirm their true identities. If a cryptonym or pseudonym does not exist, or if the meaning of the cryptonym or pseudonym would be apparent from the context, reference shall be made instead to: "Identity A", "Identity B", etc. In this case, the true name corresponding to the identity reference shall be sent by separate cover enclosure or if necessary by cable. The true name of the Agency or of distinctive components of the Agency shall never be used in a dispatch. Reference shall not be made in true name to the U.S. Government or to elements thereof.
- 2. True names of Agency employees shall not be used in dispatches.
- 3. Biographic information which would identify staff or agent personnel, or prospective personnel, shall be transmitted by separate cover enclosure in which the true name, pseudonym, cryptonym, or social security number of the individual shall not appear. In the related dispatch, the individual shall be referred to by pseudonym, cryptonym, or identity designator, as appropriate. If an identity designator is used, the name corresponding to the designator shall be given in a separate cover enclosure.

\* 17 July 1968 Date: 29 Nov 1965

#### S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

- 4. The provisions in subparagraphs C.,1. through C.,3., above apply also to transmittal manifests (See Section G).
- 5. A document which must refer to an Agency employee in true name, as a W-2 Form, or an enclosure giving the identity corresponding to an identity designator, shall be forwarded as a separate cover enclosure. True names must be preceded by proper courtesy title Mr., Mrs., or Miss as opposed to pseudonyms in which the last name will always be typed in capital letters.
- 6. In addition to the above measures, highly sensitive documents should be separated into odd and even pages or cut vertically into two or more sections, each group of pages or sections to be forwarded separately.
- 7. Excerpts of pertinent Agency regulations governing the above, and additional dispatch and pouch security considerations are attached as APPENDIX A.
- 8. Questions concerning dispatch and pouch security shall be referred to the OC-Records Management Staff.

#### D. PREPARATION OF DISPATCHES

#### 1. Format

Dispatches will be prepared on Form
53 (See EXHIBIT A), except those sent to stations
where special considerations are in effect. For
second and succeeding pages, Form 53a will be used.
Courtesy copies may be prepared on "Letterex" paper.
(For multiple station dispatches see paragraph F.)

\* 17 March 1967 Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 2. Addressee

\* a. The addressee will be the officer in charge of the communications installation and shall be addressed:

(1) Chief, Area, City (e.g., Chief,

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(2) Senior Communications Officer, Country or State (see APPENDIX E)

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(3) Chief, Cryptonym, City (e.g., Chief, will be used when addressing correspondence to a Relay Facility.

25X1A

(4) Communications Officer, City (e.g., Communications Officer,

25X1A

(5) Communicator, City (e.g., Communicator,

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b. Exceptions to the above method of addressing dispatches will be announced by a notice.

o. When it is necessary to address the senior DDP representative the address is Chief of Station, City; or Chief of Base, City.

#### 3. Information Addressees

When copies are to be sent to installations other than the action addressee, the appropriate designation shall be made in the space marked "INFO".

\* 10 February 1970 Date: 29 November 1985

Page 5

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 4. From

Enter the cryptonym "Chief, "except for Office of Logistics Supply Depots. (Procedures for the preparation of Logistics Supply Depots are in APPENDIX C).

#### 5. Subject

Subjects are to be brief yet specifically define the matter discussed. Special indicators may be used and are to be typed in capital letters immediately preceding the subject. Example:

Overtime Payment - Joseph A. DOE.

#### 6. Action Required/Reference

a. The indication of "Action Required" is optional. If used, write a brief statement such as "None", "For Information Only", "See para below", etc.

b. References to dispatches shall be by number and date. References to cables shall be by station or Headquarters number and date. They shall be typed in the space immediately below "Action Required". References may be listed one below the other or, to conserve space, arranged across the page.

#### 7. Processing Block

The "Processing Block" is for the Clandestine Service only and is to be ignored.

#### 8. Content

- a. Dispatches shall be limited to official business.
- b. No more than one specific subject will be covered in a dispatch.

25X1A

Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### \* 9. Signature

The D/CO, DD/CO, OC-O, and Chiefs and Deputy Chiefs of Staffs and Divisions, except for the Operations Staffs, are authorized to sign dispatches. Dispatches originated by the OC Operations Staffs will be signed by the OC-O, DD/CO, or the D/CO.

#### 10. Date

- a. The date the dispatch is prepared will be typed by the originating office at the left below the text on all Headquarters copies.
- b. The date of actual release (which will be the date used whenever referring to a dispatch) will be typed or stamped at the right, in the space provided by the releasing office.

#### \* 11. Dispatch Symbols and Numbers

a. Dispatches will be numbered with the appropriate Division or Staff symbol (as follows), followed by the last two digits of the current year, and numerical series beginning with 001. On 1 January of each year, the numerical series will revert to 001. Example: ADM 69-001.

COMPONENT	DISPATCH	
D/CO	OC	
DD/CO	OC	
Executive Assistant	OC	
Special Assistant for Research		
and Development	OC	
Special Assistant for NCS	OC	
Chief of Operations	OCO	
Africa Staff	OCO	
Americas Staff	OCO	
Europe Staff	OCO	
Far East Staff	OCO	
Middle East Staff	OCO	
Europe Staff Far East Staff	OCO	

\* 8 September 1969 Date: 29 November 1965

Page 7

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

* '	COMPONENT	DISPATCH
Admi	nistration Staff	ADM
Care	er Management and Training	
Sta	aff	CMS
Commi	unications Security Staff	CY
Progr	ram Coordination Staff	OC
Cove	rt Communications Division	CCD
Spec:	ial Programs Divison	SPD
Staf	f Communications Division	SCD
Over	good Support Choup	000

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Overseas Support Group OCO

- b. The originator of a dispatch will obtain the appropriate number from the respective Division or Staff registry. If, after a number has been obtained, a dispatch should be cancelled, the issuing Division or Staff is to be notified immediately.
- c. Should the same number be assigned to two separate dispatches, the issuing Division or Staff will rectify the error as follows:
  - (1) If the dispatch has not been pouched, a new number will be assigned to the dispatch bearing the latest date.
  - (2) If the dispatch has been pouched, the dispatch bearing the latest date will be amended by the addition of the letter "A" e.g., ADM 65-001 becomes ADM 65-001-A. In this case the Division or Staff concerned will be responsible for notifying the field.

\* 8 September 1969 Date: 29 November 1965

Page 8

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 12. Enclosures

#### a. Preparation

(1) A complete set of enclosures, if available, will accompany each copy of the dispatch sent to the action addressee, and where possible or applicable, with the information copies.

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(			100

(3) The following notation will be either typed at the top of the enclosure or on a separate sheet of paper and securely fastened to the enclosure:

"Enclosure Noto Dispatch	
Nofor Station"	
or	
"Separate Cover Enclosure(s) No	
to Dispatch No. for Station	. *1

Page 8a

## OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### b. Sterilization

Enclosures are to be prepared in a sterile form, following the same procedures for dispatches and other official documents. If enclosures cannot be sterilized (received from another office already prepared, etc.), other appropriate means, such as split transmission shall be used.

## c. Listing on Dispatch

(1) Enclosures will be listed at the lower left of the dispatch, two spaces below the typed name of the signer, with an indication of the number of copies of each enclosure, for example:

#### Enclosures:

- 1. DF Logs (1 copy)
- 2. Monitor Logs (2 copies)
- (2) If the text of the dispatch consists merely of a transmittal sentence and a tabulated list of enclosures, it will be sufficient to indicate at the lower left, below the message, the following:

Enclosures: (number) as stated

#### d. Fragile Enclosures

When enclosures require careful handling during Headquarters processing and upon arrival at their destination, the following precautions will be taken:

- (1) The transmittal dispatch will clearly indicate the nature of the enclosures.
- (2) The enclosures will be placed

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

in a sealed envelope which will bear the dispatch number and the notation "FRAGILE ENCLOSURE -- DO NOT FOLD, BEND, STAPLE, MARK OR EXPOSE TO LIGHT". This envelope will be clipped to the dispatch in such a manner as not to damage the contents.

(3) Fragility of the enclosures will be noted in the listing on the pouch manifest and on the innermost pouch wrapper by OC-RMS.

#### e. Separate Cover Enclosures

- (1) The notation "UNDER SEPARATE COVER" or "USC" will be typed beside the listing of enclosures on the dispatch when the enclosures will not accompany the dispatch.
- (2) Separate cover enclosures do not require a transmittal dispatch when forwarded. This applies also to the forwarding of identities (see Section C).
- (3). When the dispatch and separate cover enclosures are sent to OC-RMS under a single routing sheet, the forwarding office will call specific attention on the routing sheet to the fact that the enclosures are to be forwarded by separate pouch.

(4) Separate cover enclosures to transmittal manifests or transmittal dispatches addressed to and or their field stations will be forwarded by OC-RMS prior to their respective transmitting document.

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25X1A

141

Page: 10

Date: 29 Nov 1965

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### f. Separate Cover True Name Material

In order to eliminate the necessity for the preparation of transmittals for certain types of true name material normally forwarded to the field as separate cover enclosures, the following procedures are to be followed:

- (1) Documents covering actions of a personnel nature such as travel orders, career service actions, biographic sketches, etc., will be listed on a pouch manifest as items under the true name of the individual concerned. If there is an identifying number to the document, this will be shown in the column under "Dispatch Number". Items such as Credit Union Statements, W-2 Forms, etc., will be entered only as items showing the total enclosed.
- (2) The pouch manifest will be addressed in the same manner as a dispatch, but it will carry no signature. As the pouch manifest is a three-part set, a copy for the releasing Division, or originator if required, can be provided by adding a sheet of "Letterex" paper at the time of preparation.
- (3) The manifest will be released by the appropriate Division on the pink copy.
- (4) All copies of the manifest and attachments will be forwarded to OC-RMS which will assign a Headquarters pouch number, enter the date, and distribute the manifest copies.
- (5) A sample manifest is attached as EXHIBIT B.

Date: 29 November 1965

Page 11

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 13. Distribution

#### Number of Copies a.

Dispatches will be prepared in the number of copies indicated below:

\*3 copies All OC Area Headquarters.

\*2 copies Chiefs of Stations and

Bases.

\*1 copy Communications Officers, elements, and

elements, and other communications

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facilities.

Yellow Copy Official Record Copy.

Blue Copy Official Chrono Copy.

Other Copies Division and other Head-

quarters distribution as required.

#### b. Field Distribution

(1) A listing of addressee field stations not covered by a category symbol will appear at the lower left of the dispatch below the listing of enclosures. An indication of whether enclosures are included will follow each addressee listed.

Dispatches which fall under the Office of Communications Standard Distribution Categories will use the category symbol listed in

> 28 February 1968 Date: 29 November 1965

Page 12

S-E-C-R-E-TApproved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 DISPATCH AND POUCH PROCEDURES - cont'd

APPENDIX D. Multiple station dispatch instructions are contained in Section F.

(3) If appropriate that field recipients be aware of Headquarters distribution, the Headquarters Distribution Category Symbol will be used (see APPENDIX D).

#### c. Headquarters Distribution

The listing of Headquarters offices receiving distribution will be shown at the lower left of the dispatch copies retained at Headquarters.

#### 14. Originator

The originating officer shall sign his true name on the yellow copy of Form 53.

#### 15. Coordination

- a. OC Originated Dispatches
  - (1) The originator of a dispatch shall determine the extent of coordination required, consistent with geographic, operational, and support considerations.
  - \*(2) The originator of a dispatch will ensure that coordinating signatures are obtained in the following order:
    - (a) OC, Satellite Buildings.
    - (b) OC, Headquarters Building.
    - (c) OC Operations Staffs.
    - (d) Coordination other than OC.
  - (3) Coordinating officers, within their spheres of responsibility, shall determine whether a dispatch is consistent with approved plans, policies, and procedures. Coordinators will sign the yellow copy of Form 53 in true name.

\* 17 April 1970 **Date:** 23 August 1966

#### 110. DISPATCHES

### OFFICE OF COMMUNICATIONS ORDERS

## 110.1 DISPATCH AND POUCH PROCEDURES - cont'd

(4) Dispatches shall be coordinated with the appropriate Operations Staff. Dispatches addressed to more than two OC areas need not be coordinated with the OC Operations Staffs.

## b. Non-OC Originated Dispatches

In instances where coordination is sought on dispatches originated outside OC, the OC contact point will ensure that formal coordination is also effected with other OC Divisions and/or Staffs as appropriate.

#### 16. Release

- \*a. All dispatches and transmittals will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO. will release dispatches addressed to stations under their cognizance. Releasing officers shall determine, and by their signature, certify that the dispatch:
  - (1) Has been properly classified, sterilized, addressed, and coordinated.
  - (2) Is applicable, appropriate, and consistent with approved plans, policies, and procedures.
  - (3) Is consistent with operational and security considerations pertinent to the subject matter and to the addressee.
  - (4) Is consistent with the limitations regarding material which may be sent by pouch (see Section I).
- b. The releasing officer shall sign his true name on the yellow copy of Form 53 and his pseudonym initials after the "FROM" line; except when the releasing officer is the same as the signing officer, the initials may be omitted.

\* 8 September 1969 Date: 23 August 1966

Page 14

S-E-C-R-E-T

25X1A

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

## 110.1 DISPATCH AND POUCH PROCEDURES - cont'd

## 17. Security Classification and Group Marking

- a. The appropriate defense classification will be stamped or typed at the top and bottom of each page of all copies of a dispatch and its enclosures. If typed, capital letters separated by hyphens will be used, as S-E-C-R-E-T.
- b. The notation "GROUP 1 Excluded from Automatic Downgrading and Declassification" shall be stamped, or in the case of reproduction master, typed adjacent to the classification at the bottom of the first page of each copy.

## 18. Priority and Telepouch Indicators

- a. The indicator Priority is to be used only for dispatches considered to be of such an urgent nature as to warrant interruption of routine dispatch processing. The indicator PRIORITY should be typed in capital letters just under the processing block. Form 160 (Priority Tag) should be attached to the covering Routing and Record Sheet.
- \*b. Dispatches prepared for telepouch are considered of such an urgent nature as to warrant transmission by electrical means. The phrase VIA TELEPOUCH should be inserted in the "TO:" and/or "INFO:" line immediately following each addressee requiring electrical transmission. See OC Order 110.2, Telepouch System, APPENDIX A for a listing of Authorized Telepouch Facilities.

## E. SENSITIVE DOCUMENTS

- 1. RYBAT operational dispatches will be prepared, coordinated, and released as a regular dispatch. The sensitivity indicator will be stamped below the defense classification at the top and bottom of each page.
- 2. Personnel RYBATS will normally be originated by OC-A and released by the D/CO. The official record copy of personnel RYBATS will be filed in OC-A and a dummy dispatch indicating addressees, subject, and dispatch number will be prepared for OC-RMS files.
- 3. Sensitive dispatches will be enveloped and delivered to OC-RMS Sensitive Document Unit for processing.

\* 20 April 1970 Date: 29 November 1965

Page 15

#### Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

#### S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

## 110.1 DISPATCH AND POUCH PROCEDURES - cont'd

#### F. MULTIPLE STATION DISPATCHES

- 1. A dispatch addressed to four (4) or more stations constitutes a multiple station dispatch. These dispatches are to be prepared on Form 53 and 53a in the same format as a regular dispatch (See EXHIBIT C), except the addressee line will be left blank for later insertion of actual addressees. Category symbol(s) for standard field distribution patterns shall be used to inform addressees of other field recipients when applicable.
- 2. The original and yellow copies of Form 53 and 53a will be sent to PSD with a Printing Services Requisition, Form 70b, attached indicating the number of copies to be reproduced for each copy.
- 3. The complete list of addressee stations will appear only on/or attached to the official record copy. The originator is responsible for entering the addressees, assuring that proper distribution is indicated, that collation is completed, and that proper number of copies are assembled for forwarding to addressees.
- 4. Multiple station dispatches are to be released in accordance with the provision of Section D, 16.

#### G. TRANSMITTAL MANIFEST

- \*1. In order to eliminate unnecessary paperwork, the use of Form 1236a, Transmittal Manifest (EXHIBIT D), is encouraged as a substitute for a transmittal dispatch when the material being forwarded requires minimum explanation or directions. The Transmittal Manifest will show the quantity of each item being transmitted.
- 2. The Transmittal Manifest shall be prepared in a sterile form and in the same manner

\* 20 May 1968 Date: 29 November 1965

Page 16

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

- \*as a dispatch with regard to addressing, dating, originator, and releasing office responsibilities. A dispatch number will not be assigned to transmittal manifests.
- \*3. Two (2) copies of each transmittal manifest are required by Area Headquarters. Other communication facilities will receive one copy of the transmittal. "Letterex" tissue should be used to produce additional copies as required.
- \*4. Except for material specifically covered by special procedures, the transmittal manifest shall be delivered to OC-RMS with the material which is to be forwarded firmly attached. Any material which is to be forwarded separately shall be so identified and clipped, not stapled, to the transmittal.

#### H. DISPATCH PROCESSING

#### 1. Releasing Office

- a. After a dispatch has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled and forwarded to OC-RMS as follows under a Routing and Record Sheet, Form 610, upon which should be noted any special pouching instructions for OC-RMS:
  - (1) Copies for the addressee.
  - (2) Copies to be sent to information addressees in the field.
  - (3) Yellow official record copy with background material firmly attached.
  - (4) Headquarters file copies.
- b. Enclosures forwarded with the dispatch, either to the action addressee or to

\* 28 February 1968

Date: 29 November 1965

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

information addressees, shall be firmly attached to the appropriate copy of the dispatch.

- c. Separate cover enclosures shall be so identified and placed below the last copy of the dispatch.
- d. Form 26, Control and Cover Sheet for TOP SECRET Documents, is to be used on TOP SECRET dispatches must be hand carried through coordination, release, and delivered to OC-RMS.

#### 2. OC-RMS

OC-RMS is responsible for:

- a. Screening outgoing dispatches for discrepancies (i.e., absence of enclosures, lack of appropriate number of copies, etc.) compliance with prescribed format, procedures, sterilization and security regulations, and releasing signature.
- b. Preparing and forwarding pouches, via normal or special channels.
- c. Arranging for shipment of oversize equipment and materials via pouch channels.
- d. Obtaining clearance and preparing pouches for hand carrying.
- e. Securing weight and size waivers as necessary.
- f. Returning to the originator material which is improperly prepared.

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

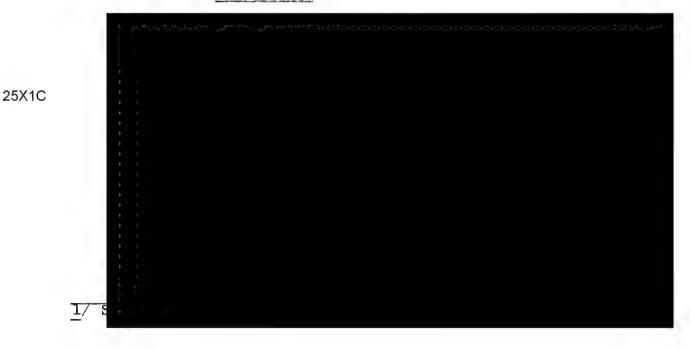
#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### I. POUCH TRANSMISSION FACILITIES AND LIMITATIONS

## \*1. Limitations $\frac{1}{}$

"The material which the Organization forwards by pouch is subject to the limitations applicable to the diplomatic pouch. The diplomatic pouch is, by international agreement, to contain only diplomatic correspondence and documents. It is not to be used for personal mail. Each diplomatic pouch carries an official seal and certification that the contents consist only of diplomatic correspondence and documents. The seal and certification, on a reciprocal basis, guarantee freedom from customs inspection and import duty. Diplomatic pouches will not be used for perishables, liquids, explosives, firearms, ammunition, nitrate film, magnetized material, etc. Restrictions on the shipment of of the items listed above may not be waived."

#### 2. Facilities



\* 28 February 1968 Date: 29 November 1965

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

#### 4. Special Shipments

- \* a. Staffs or Divisions originating shipments of equipment to be forwarded through classified pouch channels have the responsibility for notifying the field that such shipments are enroute if such notification is necessary.
- \* b. OC-RMS will establish the pouch channel and proper addresses, obtain dates of the estimated arrival of the equipment in the field, if available and required; and will provide this information to the Staffs or Divisions upon request.

#### J. HAND-CARRIED CLASSIFIED MATERIALS

### 1. Formal Authorization Mandatory

Under no circumstances shall classified material be hand-carried to the field by persons who do not have proper approval. This includes equipment of a classified nature which ordinarily would be transmitted by pouch. Because of the security hazard, material shall be hand-carried only in emergency situations where the necessity for immediate delivery outweighs the possibility of a compromise of security.

### 2. Request for Approval

If the office head concerned considers it essential that material be hand-carried, he shall request approval by forwarding three completed copies of Form 1804, Request for and Appointment of Special Courier, (see EXHIBIT E), to Chief, OC-RMS along with the material to be

\*13 January 1969 Date: 29 November 1965

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.1 DISPATCH AND POUCH PROCEDURES - con't

hand-carried at least one full working day in advance of the individual's departure. This will allow sufficient time for preparation of the pouch and approval of the special courier appointment to be granted or denied.

#### 3. Release of Pouch

If approval is granted, OC-RMS shall prepare the pouch and will brief the special courier.

#### \* K. ADDITIONAL CHANNELS

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\*28 February 1968 Date: 29 November 1965

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX A

#### DISPATCH AND POUCH SECURITY GUIDE

1. In order to provide Office of Communications personnel with guidance for the preparation of communications to be forwarded via the pouch channel, excerpts of pertinent Agency regulations are quoted below.

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2. "Cryptonyms, pseudonyms, or identity designators will be used for:

a. agencies, officials, or installations having sensitive operational relationships

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b. 'Foreign officials or installations having sensitive operational relationships

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c. 'Foreign or domestic associations, business organizations, political organizations, or publications having sensitive operational relationships

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- d. 'Geographic locations, places, or area when the relationship or activity under discussion is sensitive.
- e. 'Special over-all subject matters where required by particular sensitivity.

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'NOTE: interprets the above to apply also to sensitive targets and other reports such as descriptions of audio operations, defector operations, PM, and other penetration operations into denied areas, and the like.

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staff personnel; staff personnel of other fices assigned to Field installations on a permanent change of station basis; staff personnel of administrative offices involved in support of Field installations.

25X1A

Date: 29 November 1965

Page 1

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S-E-C-R-E-T

#### 110. DISPATCHES

25X1A

25X1A

#### OFFICE OF COMMUNICATIONS ORDERS

25X1A

25X1A

#### 110.1 APPENDIX A - con t

- g. 'Agent-type personnel (including staff agents, career agents, contract agents, and field agents) and individuals having sensitive operational relationships with
- h. ' and components thereof, except those subordinate elements of the subordinate elements e
- i. 'Cover installations where a short title is desirable.
  - j. 'Cover programs, projects, or operations."

#### 3. Biographic Information

\* a. "PHS's, PRQ's, or other questionnaire forms containing biographic data will be transmitted as a separate cover enclosure by true name pouch.

'NOTE: The section of a PHS or of a biographic profile dealing with an employee's Agency training and job history within the Agency may be included in or with the transmittal dispatch, when it can be properly sterilized, or should be sent as another separate cover attachment to the transmittal dispatch; the true name or pseudonym of the individual should not be included in this attachment.

b. 'Biographic information not in questionnaire form will be transmitted as a separate cover enclosure to the dispatch. In the enclosure neither code name or true name will be used to identify the biographic information, but the pseudonym may be used in the dispatch when it contains his Agency history."

\* 20 May 1968 Date: 29 November 1965

Page 2

S-E-C-R-E-T

### OFFICE OF COMMUNICATIONS ORDERS

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25X1A

110. DISPATCHES

#### 4. Use of Code Designations

"The fact that a code designation for a entity is available does not mean that It should be used in every instance. designations will be used only when disclosure of the true identity of persons, organizations, or activities would reveal covert or sensitive relationships in connection with such disclosure would be harmful or detrimental to the interests of process or the persons, organizations, or activities concerned."

- "Code designations and the true identities thereof will not be transmitted to and from the field in the same cable, dispatch, or pouch."
- "Cryptonyms and pseudonyms will not be used in communications when their true meaning is clearly deducible from the content of the message. (In the event that a communications cannot be worded in such a manner to eliminate revealing words or phrases, identity designators will be used in place of cryptonyms and pseudonyms.)"
- "Aliases will not be used in communications between Headquarters and the field.

'NOTE: Since aliases are used overtly. they should be regarded and treated as true names. Thus, aliases may be sent to and from the field as separate cover attachments so that Headquarters will be aware of their use and be able to card them, but individuals should not be referred to by alias in a dispatch as a means of identifying an individual any more that you would use any other sensitive true name (such as that of an Agency employee or a sensitive target true name)."

#### 5. Enclosures

"All enclosures to a dispatch will be

Date: 29 Nov 1965 Page: 3

S-E-C-R-E-T

Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

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# Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4 $$S\!-\!E\!-\!C\!-\!R\!-\!E\!-\!T$

### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

prepared on plain paper without watermark.

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'NOTE: This requirement is made to allow:

(1) plausible denial of interest,
and (2) passage to personnel unwitting of that
interest should the occasion arise and the
contents permit it."

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#### 6. True-Name Material

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a. "Material which by its very nature must contain the true names of personnel or of persons, organizations, places, etc., having sensitive operational relationships will be transmitted to the field (as set forth) below.

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'NOTE: The indicator does not authorize indiscriminate use of true names in correspondence with the field."

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1 ...

- b. "True-name material will not be included in or attached to a dispatch, but will be sent as a separate cover enclosure to a transmittal dispatch."
- c. "The transmittal dispatch will be signed, as in any other case, in pseudonym."
- d. "True-name material will always constitute a separate pouch; it will not be included in a pouch containing sterilized material, nor will it be included in the same pouch with its transmittal dispatch, or any other dispatch, or any material which would identify the pouch as having originated in this Agency."
- e. "A true-name pouch will not be used for the transmission of unsterilized material except as outlined above."

Date: 29 Nov 1965

Dage: 4

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX C

PREPARATION OF CORRESPONDENCE FOR

OFFICE OF LOGISTICS SUPPLY DEPOTS

REFERENCE: Office of Logistics Correspondence Procedure

(LI 42-100-5)

#### I. FORMAT

Correspondence is to be prepared on sterile bond paper using the standard memoranda format for CIA correspondence.

#### II. ADDRESSEE AND ORIGINATOR

Correspondence is to be addressed to "Communications Officer, Depot" from "Director of Communications".

#### III. CONTENT

The content of the correspondence is to be in true name. No Agency cryptonyms or other intelligence terminology will be used. "Organization" or "Headquarters" will be substituted for the term "CIA" or "Agency".

#### IV. NUMBERING OF CORRESPONDENCE

The correspondence will be numbered in the originating Division or Staff dispatch symbol and numerical series.

#### V. DISTRIBUTION

Correspondence is to be prepared in the number of copies as indicated below:

Original and one tissue

) to be forwarded to Logistics Supply Depot

\*Tissue, white

) 1 each to following: OC-DO, chrono, and other files are required

\* 6 November 1967 Date: 29 November 1965

Page 1

S-E-C-R-E-T

25X1A

## Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4 $S\!-\!E\!-\!C\!-\!R\!-\!E\!-\!T$

### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

### 110.1 APPENDIX C - con't

Tissue, Yellow

)Official Record Copy

### VI. SIGNATURE, COORDINATION, AND RELEASE

\*A. Chiefs and Deputy Chiefs of Divisions and Staffs or other authorized signing officers will sign this correspondence, in TRUE NAME. The originator shall determine the extent of coordination required. OC-DO is responsible for the Logistics Supply Depots and will be the releasing office for Depot correspondence.

B. Divisions and Staffs may prepare correspondence for the signature (TRUE NAME) and/or release by OC-O, DD/CO, or D/CO.

\* 6 November 1967 Date: 29 November 1965

	OFFICE OF C	OMMUNICATIONS ORDERS	110.	DISPATCHES
	110.1 APP	ENDIX D		
	*	OFFICE OF COMMUNICATIONS DI	SPATCH SYMB	OLS
	ос	D/CO, DD/CO, OC-O, OC-	EXA, OC-P,	OC-R&D, OC-NCS
	AFS	Africa Staff		
25X1A	Section was	Americas Staff		
	ES	Europe Staff		
	FES	Far East Staff		
	MES	Middle East Staff		
	ADM	Administration Staff		
	CMS	Career Management and	Training St	aff
	CY	Communications Securit	ty Staff	
	RMS	Records Management Sta	aff	
	CCD	Covert Communications	Division	
	SCD	Staff Communications I	Division	
	SPD	Special Programs Divis	sion	
	¥		· · · · · · · · · · · · · · · · · · ·	

21 January 1969 Date: 29 November 1965

25X1A

Page 1

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### \*110.1 APPENDIX D

#### OFFICE OF COMMUNICATIONS DISTRIBUTION

#### CATEGORY SYMBOLS

#### 1. Field

Category Symbols	<u>Distributed To</u>
A	Office of Communications Field Areas 25X1A
A (1)	Certain Senior Communications Officers, Certain Chiefs of Base Radio Stations and Deputy Chief, 25X1A
В	Stations which have personnel assigned by Office of Communications
B (1)	Soviet Bloc Denied Area Stations except 25X1A
B (2)	Stations which have Office of Communications personnel receiving limited correspondence
C	Stations at which Communicators are other than Office of Communications personnel, except for those stations listed under Distribution D
.D	Stations at which Communicators are other than Office of Communications personnel receiving limited correspondence forwarded to or reviewed by another field station or area headquarters.

\* 15 January 1971 Date: 14 November 1967

ember 1967 Page 1

#### S-E-C-R-E-T

## 110. DISPATCHES OFFICE OF COMMUNICATIONS ORDERS \*110.1 APPENDIX D - con't Category Symbols Distributed To Generally, these stations are restricted in their operations and cannot originate or receive traffic or correspondence from any location external to the country in which they operate 25X1A E F G Field Orders Manual Holders Headquarters Category Symbols Distributed To 1 Director of Communications, Deputy Director of Communications, Chief of Operations, Executive Assistant, OC-P, OC-RMS 2 25X1A 3 Distribution 2 plus Branch Chiefs 4 Distribution 3 plus Section Chiefs 5 Distribution to all Office of Communications personnel at Headquarters

\* 15 January 1971 Date: 14 November 1967

S-E-C-R-E-T

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

\*110.1 APPENDIX D - con't

Category Symbols

Distributed To

6

Special distribution at the request of the originator, (i.e., DD/P, DD/I, DD/S, and/or DD/S&T. etc.)

7

Office of Communications Orders Manual Holders

#### 3. Publication Distribution

Exceptions to standard distibution category symbols occur when distribution of publications are made to an established list of addresses. In these cases the addressee line will read: TO: ALL (i.e., The distribution will then read: holders 1 cy each.

\* 15 January 1971 Date: 14 November 1967

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.1 APPENDIX E \*

#### SENIOR COMMUNICATIONS OFFICER

Those stations listed below are designated as Senior Communications Officer (SCO) and are to be addressed in correspondence as follows:

Senior Communications Officer, Senior Communications Officer, Senior Communications Officer, Senior Communications Officer, Senior Communications Officer, Senior Communications Officer, Senior Communications Officer, 25X1A

\* 15 June 1969 Date: 20 May 1968

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.1 EXHIBIT A \*

25X1A

DISPATCH S-E-C-R-E-T AKED FOR INDEXING transmission is (if electrical VIA TELEPOUCH necessary Communications Officer, (Pseudo in) Releasing Officer) Format for Preparing Dispatches PRIORITY (If necessary) For Information Only A. 69-123, dtd 1 February 1969 B. DIR 12345, dtd 2 January 1969 1. This is a sample dispatch prepared on Form 53, a prepunched, 5-part, carbon-interleaved set. "Letterex" paper may be used for additional copies. Preparation and distribution of copies should be held to a minimum. Use single spacing, with a double space between paragraphs and sub-paragraphs. A brief dispatch may be double spaced. Paragraphs will be numbered consecutively and will follow the indention pattern used in this sample. A single paragraph dispatch will not be numbered. 4. While an actual dispatch would require copies as described in Section D, paragraph 13, a, this sample dispatch includes only the following representative copies: a. The original of the official dispatch form will be sent to the field. Signature is in pseudonym. The carbon copies sent to the field addressees will be like the original. b. The yellow copy of the dispatch is the official record copy. Signatures of the originating, coordinating, and releasing officers will appear below the solid black line in true name. Other Headquarters file copies will be like the official record copy, however, they will not ordinarily carry the handwritten signature. - CONTINUED CROSS REFERENCE TO Date Released ADM 69-123 S-E-C-R-E-T (WHITE) True Initials | 4307 Name Signature Date Typed Distribution:
1 - OC-RMS (Official Record Copy)
1 - OC-A
1 - OC-CS
1 - OC-MES True Name Signature OC-CS OC-MES True Name Signature True Name Signature (YELLOW) Released) DISPATCH 53 USK PR (Date (BLUE) DISPATCH FORM 53 DEE PREVIOUS EDITION

\* 17 March 1969

Date: 29 November 1965
Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

25X1A

25X1A

25X1A

25X1A

#### 110. DISPATCHES

### OFFICE OF COMMUNICATIONS ORDERS

## 110.1 EXHIBIT A - con't \*

CONTINUATION OF	CONTRACTOR OF	PIEMATCH SYMBOL AND NUMBER	
DISPATCH	S-E-C-R-E-T	ADM 69-123	
6. If the dispat second and succeeding Second and succeeding ation of Dispatch.	date of the dispatch of dispatch. Note that left, below the text of adquarters.  The requires more than of pages by dispatch numbing pages will be prepared signature of the signiful be on the last page es of the signing, coor in the first page of the	one page, identify the or as illustrated above on Form 53a, Continu-	<b>.</b>
Enclosures	(Pse Typed Pseudony	yellow official recor udonym Signature) m of the Signing Offic	
1 (Brief description 2 (Brief description	n), (Number of copies) n), (Number of copies)		
Distribution: Orig & 2 - Addressee, 1 - Communicat		o encls.	
•			
(witzen)			
WHITE)	CLASSIFICATION	(Check if 3 MAGE NO	
53d USE PREVIOUS EDITION	S-E-C-R-E-T	or more pages) 2	
(ELLOW)			<del></del>
534 USE PREVIOUS EDITION	ELABBIFICATION	Chock 11 3	
		Check if 3 or SUFF(pages) 2	
BLUE)	CLASSIFICATION	PAGE NO.	
53 a use retrious epition		- property	
32 W USE PREVIOUS EDITION	SECRET	Check if 3	

25X1A

 OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

X SECRET

110.1	EXHIBIT B
	CONFIDENTIAL

25X1A

		POUCH	MANIFEST	Pouch No.	-
TO:				C-1234	
FROM	Headquarters Registr	y, Washington, D. C.		21 Feb. 1968	
nem [	DISPATCH NO.		SUBJECT AND ENCLOSURES		
1.	ADM 68-1001	3 cys.			
2.	ADM 68-1004	3 cys. w/att. u/s/c			
3.	ENG 68-2105	3 cys.			
4.	ENG 68-2107	3 cys. w/att.			
5.	<b>134</b> 333333	2 cys. w/att.		•	
6.	<b>2M</b> 333334	2 cys. w/att.			
7.	TM 333335	2 cys. w/att.			
8.	TM 333336	2 cys. w/att.			
9.	TM 333337	2 cys. w/att. u/s/c			
10.	TM 333338	2 cys. w/att. u/s/c			
11.	TM 333339	2 cys. w/att. u/s/c			
12.	TM 333340	2 cys. w/att. u/s/c			
7/	(E.S. )? APP	SION AND RETURN THIS COPY T	O HEADQUARTERS REGI	STRY BY NEXT RUTURN POL	76
DATE	CENTRAL STREET	THE REST CONTRACTOR OF THE PROPERTY OF THE PRO	SIGNATURE (Recipient)	An experimental distribution of the state of	
1 3	<ul> <li>2 2 2 3</li> </ul>	CONF-DE-TIAL	WHITE	X RESTRICT	
		STAT	ION COPY		
FORM 8-41	255 USE PREVIOUS MFG. 3-67		YELLOW	SECRET	
		MADQUARTE	RS TICKLER COPY		
			PINK	SECRET	

# Approved For Release 2001/09/03 : CIA-RDP79-00657A000300060001-4 $\mathbf{S}\mathbf{-E}\mathbf{-C}\mathbf{-R}\mathbf{-E}\mathbf{-T}$

## OFFICE OF COMMUNICATIONS ORDERS

### 110. DISPATCHES

## 110.1 EXHIBIT C

DISPATC	CLASSIFICATION	PROCESSING ACTION
DISPAIC	S-E-C-R-E-T	MARKED FOR INDEXING
	·	NO MOCKING BEQUINED
		DAILY QUALIFIED DESK CAM JUDGE INDEXING
Chief,		MICROFILM
Format for Pre	paring Multiple Station I	
N REQUIRED - REFERENCES	Parting address bounded in	, as pa cones
For Informatio	on Only	
Multiple Stati  2. The i Station Dispat	is a sample of the format on Dispatches. nstructions in EXMISIT A ches as to spacing, parag , and signatures.	apply to Multiple
, 3. Four Station Dispat categories may	or more addressee station ch. When appropriate, st be used. Category symbo ibution space.	andand distribution
4. When addressee stat Copy.	a category symbol is used ions will appear on or wi	, the complete list of th the Official Record
5. Multi officers meeti	ple Station Dispatches ma ng requirements.	y be released by
Enclosures: 1. (Brief) 2. (Brief)	(Pseu Typed Pseudony Déscription), (Number of O Description), (Number of O	donym Signature) m of the Signing Officer Copies) Copies)
Distribution: A, B, w/enc	ls. 1 & 2	
B REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	OC 65-000	Date Released
	CLASSIFICATION	HQS FILE NUMBER

25X1A

Date: 29 Nov 1965

Page:

1

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

25X1A

#### 110.1 EXHIBIT D

25X1A

S-E-C-R-E-T TRANSMITTAL MANIFEST FROM Nº S 18162 TO Chief, Chief, g officer) DESCRIPTION sets 3 complete sets 25X1A Distribution: Orig. & 1 - Addressee w/enc FORM 1236a S-E-C-R-E-T YELLOW (13-47) FORM 1236a S-E-C-R-E-T YELLOW (True Name Signature) 17 March 1969 OC-0 FORM 1236a S-E-C-R-E-T YELLOW

\* 17 March 1969 Date: 28 February 1968

### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

### 110.1 EXHIBIT E

REQUEST FOR AND APPOINT OF SPECIAL COURIER	INCH I	TO: Chief, RID			DATE		
REQUESTER: COMPLETE		OR PRINT BLOCK LETT	TERS) SECTION I	IN DETAIL	PORWARD I	N TRIPLICA	T8.
SECTION I							
DESCRIPTION OF MATERIAL REQUIRE	NG SPECI	AL COURIER					
P. NA	ME OF PE	REON WHO WILL HANDO	CARRY MATERIAL	EXTENS	ION		
REASON(S) REGULAR POUCH WILL NO	ST SUFFIC	E					
		THORITY IN MILITARY	TOTAL ADDRESS	SCOULBED	WHIPPS:		aliasis suath
		OURIER LETTER REQUI	IRED				
NAME OF STAFF/DIVISION REQUEST			SIGNATURE (Chi	ef, Steff	(Division)		EXTENSION
							1
			ĺ				
SECTION II	r Group				DATE		
	r Group				DATE		
SECTION II	r Group				DATE		
SECTION II T0: Chief, Central Cover	trave	l orders be is	sued to		DATE		
SECTION II	trave	l orders be is	sued to		DATE		
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military	trave courie	l orders be is	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to	made t		l courie	r after
SECTION II  T0: Chief, Central Cover  1. Request appropriate including military  2. Forward courier let	trave courie	l orders be is r letter, if n	sued to		o special		r after
SECTION II T0: Chief, Central Cover  1. Request appropriate including military 2. Forward courier let pouch has been mani	trave courie ter to fested	l orders be is r letter, if n RID where rel and wrapped.	sued toeeded.				r after
SECTION II T0: Chief, Central Cover  1. Request appropriate including military 2. Forward courier let pouch has been mani	trave courie ter to fested	l orders be is r letter, if n	sued toeeded.		o special		r after
SECTION II T0: Chief, Central Cover  1. Request appropriate including military 2. Forward courier let pouch has been mani	trave courie ter to fested	l orders be is r letter, if n RID where rel and wrapped.	sued toeeded.	SIGNA	o specia.	r, #(D)	r after

Date: 29 Nov 1965

Page:

1

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM

#### A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

#### B. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

### C. SCOPE

25X1A

\* 1. The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches

quarters and with their respective Area Headquarters.

#### D. PROCEDURES

- 1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.
- 2. Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To VIA TELEPOUCH. Info:

25X1A

16 December 1968

Date: 10 March 1967

Page 1

S-E-C-R-E-T

Approved For Release 2001/09/03: CIA-RDP79-00657A000300060001-4

25X1A

S-E-C-R-E-T

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.2 TELEPOUCH SYSTEM - con't

TELEPOUCH. The absence of the phrase "VIA TELE-POUCH" will indicate to OC-RMS that the dispatch is to be forwarded via normal pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

#### E. RESPONSIBILITIES

#### 1. OC-RMS

#### \* a. Outgoing

Telepouches will be routed to OC-RMS.
OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

#### \* b. Incoming

Telepouches will be received from Head-quarters Signal Center on NCR paper. OC-RMS will cut and assemble into page length; coversheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

#### \* 2. Headquarters Signal Center

#### a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

> \* 6 November 1967 Date: 10 March 1967

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM - con't

#### b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

#### \* 3.. OC-Staff Communications Division

OC-SCD will coordinate the activation/ deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

\*13 January 1969 Date: 10 March 1967

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM - con't

#### b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

#### 3. OC-T

OC-T will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

Date: 10 March 1967

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

25X1A

#### 110.2 TELEPOUCH SYSTEM

#### A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

#### B. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

#### C. SCOPE

1. The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of



with OC Headquarters and with their respective Area Headquarters.

#### D. PROCEDURES

- 1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.
- 2. Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To:

25X1A

\* 17 March 1969

Date: 10 March 1967

S-E-C-R-E-T

#### 110. DISPATCHES

25X1A

OFFICE OF COMMUNICATIONS ORDERS

#### 110.2 TELEPOUCH SYSTEM - con't

TELEPOUCH, Info: VIA TELEPOUCH. The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch is to be forwarded via pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absoutely necessary.

#### E. RESPONSIBILITIES

#### \* 1. Releasing

All telepouches will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO.

#### 2. OC-RMS

#### a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via pouch channels to those addressees, if any, not requiring electrical transmission.

#### b. Incoming

Telepouches will be received from Headquarters Signal Center on hard copy. OC-RMS will cut and assemble into page length; coversheet with

\* 17 March 1969 Date: 10 March 1967

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM - con't

Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

#### 3. Headquarters Signal Center

#### a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

#### b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on hard copy. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

#### \* 4. OC-Staff Communications Division

OC-SCD will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

\* 13 January 1969 Date: 10 March 1967

## **Next 1 Page(s) In Document Exempt**

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM

#### A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

#### B. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

#### C. SCOPE

\* The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches

25X1A

#### D. PROCEDURES

- 1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.
- 2. Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To

VIA TELEPOUCH, Info: WIA TELEPOUCH. The absence of the phrase "VIA TELE-POUCH" will indicate to OC-RMS that the dispatch is to be forwarded via normal pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

\* 6 September 1968

Date: 10 March 1967

25X1A

25X1A

Page 1

S-E-C-R-E-T

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.2 TELEPOUCH SYSTEM - con't

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

#### E. RESPONSIBILITIES

#### 1. OC-RMS

#### \* a. Outgoing

Telepouches will be routed to OC-RMS.
OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

#### \* b. Incoming

Telepouches will be received from Headquarters Signal Center on NCR paper. OC-RMS will cut and assemble into page length; coversheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

## \* 2. Headquarters Signal Center

#### a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

#### b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

6 November 1967

Date: 10 March 1967

### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

## 110.2 TELEPOUCH SYSTEM - con't

#### 3. OC-T

OC-T will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

Date: 10 March 1967

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM

#### A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

#### B. REFERENCE

OC Order 110.1 Dispatches, dated 29 November 1965.

#### C. SCOPE

The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches

25X1A

included in this system at this time.

#### D. PROCEDURES

- 1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.
- 2. Originators will follow the procedures listed in the reference for the preparation of dispatches except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring

25X1A

25X1A

VIA TELEPOUCH, Info: VIA
TELEPOUCH. The absence of the phrase "VIA TELEPOUCH" will indicate to OC-RMS that the dispatch
is to be forwarded via normal pouch channels. If
telepouch transmission is disapproved by the
releasing officer, he will line through the phrase.

Date: 10 March 1967 Page 1

electrical transmission, i.e.,

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.2 TELEPOUCH SYSTEM - con-t

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

#### E. RESPONSIBILITIES

#### 1. OC-RMS

#### \*a. Outgoing

Telepouches will be routed to OC-RMS.
OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

#### \*b. Incoming

Telepouches will be received from Headquarters Signal Center on NCR paper. OC-RMS will cut and assemble into page length; coversheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

#### \*2. Headquarters Signal Center

#### a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

#### b. Incoming

Field originated telepouches will be received in the Headquarters Signal Center on NCR paper. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

\* 6 November 1967

Date: 10 March 1967

# Approved For Release 2001/09/03 : CIA-RDP79-00657A0003000600015

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

25X1A

#### 110.2 TELEPOUCH SYSTEM

#### A. GENERAL

The purpose of this Order is to establish the Telepouch System within the Office of Communications and to provide procedures for the administration of the system.

#### B. REFERENCE

OC Order 110.1 Dispatches, dated 29 November 1965.

#### C. SCOPE

The OC Telepouch System is effective 1 April 1967 and permits the electrical transmission of dispatches

included in this system at this time.

#### D. PROCEDURES

- 1. The OC Telepouch System should be used only when the contents of a dispatch require timely delivery, but not to the extent that the use of a cable is necessary.
- 2. Originators will follow the procedures listed in the reference for the preparation of dispatches except the lines of the text should not exceed 69 spaces, including indentations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "To" and/or "Info" line immediately following each addressee requiring electrical transmission, i.e., To

VIA TELEPOUCH, Info: VIA TELE-POUCH. The absence of the phrase "VIA TELE-POUCH" will indicate to OC-RMS that the dispatch is to be forwarded via normal pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

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Date: 10 March 1967

Page 1

S-E-C-R-E-T

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S-E-C-R-E-T

#### 110. DISPATCHES

#### OFFICE OF COMMUNICATIONS ORDERS

#### 110.2 TELEPOUCH SYSTEM - con't

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absolutely necessary.

#### E. RESPONSIBILITIES

#### 1. OC-RMS

#### a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the OC-Signal Center for electrical transmission and will pouch via normal channels to those addressees, if any, not requiring electrical transmission.

#### b. Incoming

Telepouches will be received from OC-S/C on NCR paper. OC-RMS will cut and assemble into page length; coversheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

#### 2. OC-S/C

#### a. Outgoing

OC-S/C will prepare the tapes and electrically transmit to the appropriate addressee(s).

#### b. Incoming

Field originated telepouches will be received in the OC-S/C on NCR paper. OC-S/C will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

Page 2

Date: 10 March 1967

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM

#### Α. GENERAL

This Order establishes the Telepouch System within the Office of Communications and provides procedures for the administration of the system.

#### В. REFERENCE

OC Order 110.1, Dispatches, dated 29 November 1965.

#### \*C. SCOPE

The OC Telepouch System permits the electrical transmission of dispatches between Headquarters and the stations listed in APPENDIX A.

#### D. PROCEDURES

- 1. The OC Telepouch System should be used when the contents of a dispatch requires timely delivery, but not to the extent that a cable is necessary.
- Originators will follow the procedures listed in the reference for the preparation of dispatches, except the lines of the text should not exceed 69 spaces, including identations, spaces, and characters. Telepouch transmission will be indicated by typing "VIA TELEPOUCH" in the "TO" and/or "INFO" line immediately following each addressee requiring electrical transmission; i.e., TELEPOUCH, INFO: Chief,

The absence of the phrase "VIA TELEPOUCH" WILL indicate to OC-RMS that the dispatch is to be forwarded via pouch channels. If telepouch transmission is disapproved by the releasing officer, he will line through the phrase.

3. Telepouches should not contain extensive lists of numbers subject to difficult processing such as stock control numbers, equipment serial numbers, etc., unless absoutely necessary.

20 April 1970 10 March 1967 Date:

#### 110. DISPATCHES

OFFICE OF COMMUNICATIONS ORDERS

#### 110.2 TELEPOUCH SYSTEM - con't

#### E. RESPONSIBILITIES

#### \*1. Releasing

All telepouches will be released by the D/CO, DD/CO, or OC-O. Those which raise a question of policy, initiate or significantly affect activities or projects, deny a request or disapprove an action or are apt to raise a controversy, shall be prepared for the signature of the D/CO and shall normally be released by the D/CO or DD/CO.

#### 2. OC-RMS

#### a. Outgoing

Telepouches will be routed to OC-RMS. OC-RMS will screen telepouches for discrepancies, compliance with prescribed format, procedures, sterilization and security regulations, and releasing signatures. OC-RMS will hand carry one copy to the Headquarters Signal Center for electrical transmission and will pouch via pouch channels to those addressees, if any, not requiring electrical transmission.

#### b. Incoming

Telepouches will be received from Headquarters Signal Center on hard copy. OC-RMS will cut and assemble into page length; coversheet with Routing and Record Sheet, Form 610; and disseminate according to established procedures for incoming dispatches.

### 3. Headquarters Signal Center

#### a. Outgoing

Headquarters Signal Center will prepare the tapes and electrically transmit to the appropriate addressee(s).

\* 17 March 1969 Date: 10 March 1967

#### OFFICE OF COMMUNICATIONS ORDERS

110. DISPATCHES

#### 110.2 TELEPOUCH SYSTEM - con't

#### b. Incoming

Field originated telepouches will be recieved in the Headquarters Signal Center on hard copy. Headquarters Signal Center will edit the original, make any service action required, and forward three (3) copies to OC-RMS.

#### \*4. OC-Staff Communications Division

OC-SCD will coordinate the activation/deactivation of telepouch facilities, establish telepouch procedures, and evaluate staff communications network capabilities to effectively support the telepouch program.

\* 13 January 1969 Date: 10 March 1967